REPORT RESUMES

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT. QUARTERLY REPORT, MARCH 15, 1967.
PITTSBURGH BOARD OF PUBLIC EDUCATION, PA.
REPORT NUMBER BR-6-2015 PUB DATE 15 MAR 67 EDRS PRICE MF-\$0.27 HC-\$7.00 175P.

DESCRIPTORS- *PARAMEDICAL OCCUPATIONS, *NURSES, *JOB ANALYSIS, OCCUPATIONAL INFORMATION, MANPOWER DEVELOPMENT, MANPOWER UTILIZATION, STUDENT CHARACTERISTICS, *INSTRUCTIONAL IMPROVEMENT, *HEALTH SERVICES, PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT, PITTSBURGH

IN A PROJECT WHOSE GENERAL OBJECTIVE IS TO FILL AN URGENT NEED FOR MORE TRAINED PERSONNEL IN THE HEALTH SERVICE OCCUPATIONS, THE ACTIVITY DESCRIBED IN THIS INTERIM REPORT WAS CONCENTRATED PRIMARILY ON JOB ANALYSIS OF THE SURGICAL · TECHNICIAN, PRACTICAL NURSE, AND NURSE AIDE PROGRAMS. SPECIAL ATTENTION WAS GIVEN TO GAINING RELEVANT INFORMATION ON STUDENT CHARACTERISTICS CONSIDERED IMPORTANT FOR INSTRUCTIONAL PURPOSES. CHECK LISTS WERE DESIGNED TO GET A MEASURE OF CRITICALITY OF TASKS FROM THE REGISTERED NURSE SUPERVISORS AND INFORMATION FROM THE WORKERS IN TERMS OF ACTUALITY AND FREQUENCY OF PERFORMANCE. A THIRD SECTION OF THE CHECKLIST, GIVEN ONLY TO SUPERVISORS, WAS A BEHAVIOR RATING SCALE ON WHICH RATINGS WERE MADE OF THE TECHNICAL SKILLS AND RELEVANT ATTITUDES OF THE WORKERS. THE PRELIMINARY ANALYSIS OF THESE DATA INDICATED THAT IN MOST INSTANCES THE SUPERVISORS AND THE JOB HOLDERS AGREED ON WHICH TASKS WERE ACCEPTABLE FUNCTIONS FOR THE SPECIFIED OCCUPATION. THE RESULTS ALSO SUGGESTED THAT PARAMEDICAL EDUCATION PROGRAMS SHOULD BE DESIGNED TO FIT TASKS PRESENTLY BEING PERFORMED. (GD)

PITTSBURGH TECHN:CAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT QUARTERLY REPORT, MARCH 15, 1967

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FOREWORD

This report covers the activities of the Pittsburgh Technical Health Training Institute Demonstration Project for the third quarter of its operation, December 15, 1966 through March 15, 1967. Presented in substantive form, it incorporates a brief overview, report summary, background data, and an outline of the specific objectives being pursued in working toward the prime objective. The report further describes the major undertaking in this phase of the project—the development of job analyses— and gives the results obtained. The job analyses for practical nurse, surgical technician, and nurse aide provided bases for curriculum development.



PROJECT OVERVIEW

Title: PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

Objectives: The purpose of this project is to demonstrate a faster method of training more highly qualified workers in order to meet the exploding manpower demands in the health fields. The major objective of this demonstration project is to test and demonstrate in a pilot program the feasibility, economic soundness, and educational benefits of a broad concept for training in the health service occupations. This includes the development of a dynamic and flexible educational system for health service occupational training, innovations in instructional techniques, reorientation and training of teachers, and the development of an effective physical plan for the unification of training programs in the health service occupations.

Procedure: The first step in achieving these goals is the collection of information necessary for the development of job analysis check lists for three different health occupations. Analysis then will be made of the performances required for job execution, resulting in descriptions of essential classes of performance which need to be learned. On the basis of this information, the research team and area specialists will develop recommended objectives for the Nurse Aide, Surgical Technician, and Licensed Practical Nurse curricula, which incorporate the goals of vocational competence and individual self-fulfillment. Using these objectives, a common core curriculum will be identified and then incorporated in a comprehensive and flexible curriculum for the nurse aide occupation. Instructional materials, methods, and aids will be screened for inclusion in the program. When required, materials will be designed. In-service training will be used to orient teachers to the new curriculum. The program will be evaluated using teacher evaluations of student performance at the end of the program as well as a follow-up study of the students' on-the-job performance.

Duration of Project: July 1, 1966 through December 15, 1967



INTRODUCTION

Background: For years there has been a recognized shortage of professional and sub-professional workers in the health field. In many areas this need has become acute. A variety of surveys at national and local levels have identified job classifications for which workers in health fields are in critical demand.

As early as 1949, the School District of Pittsburgh began to take steps to help alleviate the growing shortage in the health service occupations (those job categories defined by the United States Office of Education as occupations that render supportive services to the health professions). In cooperation with the Hospital Council of Western Pennsylvania, the Pennsylvania State Employment Service, and other community agencies, the Pittsburgh Board of Public Education initiated specific training programs to meet identifiable health manpower needs. Over the past eighteen years, 3,995 students have been enrolled in these programs. Of these, 2,555 have completed one of the health training programs, and 340 are presently enrolled. The support of such programs through the Manpower Development and Training Act and the Pennsylvania Retraining Act, has been largely responsible for achievements to date. It is clear, however, that these efforts are not sufficient to meet the rapidly increasing demands.

As a further step toward meeting these demands, the Pittsburgh Board of Public Education in 1965, obtained funds through a grant from the Department of Public Instruction of the Commonwealth of Pennsylvania to carry out a research study related to establishing a comprehensive health training institute in Pittsburgh. This study was completed in July 1966. An additional grant from the Office of Education was then received for the continuation of the research effort.

At the outset of the original project, a need survey was conducted and is described in detail in an earlier report. The survey indicated the health occupations that had the greatest shortages of workers and estimated future needs. The survey results were in general agreement with those reported by other surveys, including the national survey



IResearch and Demonstration Report on the Establishment of a Comprehensive Health Training Center (Pittsburgh: Pittsburgh Board of Public Education, 1966), 1-58.

conducted in 1966 by the American Hospital Association. The survey results, supported as they were by other surveys, led to the decision to focus on three occupational roles in which the identified need was great. These were the practical nurse, nurse aide, and surgical technician programs.

In addition, the job classifications and specifications were examined. The research team found that the job classifications and specifications were not definite enough to be the single determinant for educational objectives. Study of the job specifications used by area health service organizations indicated that the descriptions were more appropriate for job and salary evaluation purposes than as a basis for curriculum development. The research team, therefore, recommended developing new occupational specifications rather than rely upon those in use.

The first step was the establishment of resource committees. These committees have been small working groups composed of highly qualified people who know the occupations thoroughly. Each committee served as an occupational resource that provided guidance in the analysis of each occupation.

It was found that the basic objectives of the project could not be met under the terms of the original proposal; therefore, a major effort of the research team during the second quarter was the revision of the research design. The revised plan was submitted to and approved by the Office of Education.

A program plan incorporating the revisions was then developed and the specific tasks were scheduled. Also, research personnel were assigned to each task.

The necessary rationale for curriculum development in the health training area was mapped out (Appendix A). It was decided that this rationale would be followed to determine the educational objectives for the three selected health training programs, and that the entire curriculum development process would be demonstrated using the Nurse Aide program.



Information needed for the curriculum development in the three occupations was obtained from a number of sources, including daily activity charts kept by persons on the job, interviews with job holders and job specialists, and on-the-job observations. The Pennsylvania State Employment Service regularly gathers information on the surgical technicians and nurse aides relevant to their occupational mobility. Similar information was gathered by the research staff concerning the practical nurses and food service supervisors. These data were then used to evaluate various aspects of these programs.

As a preliminary step in curriculum development, requests for information and materials were directed to medical associations, administrators of similar programs, and producers of educational materials. Interviews were held with experts in the use of educational media, and a series of film strips was purchased for inclusion in all programs requiring knowledge and skill in the nursing arts.

The in-service training of the teachers of the Health Training Center began. At the outset, this involved orienting teachers in test construction and evaluation. In addition to these seminars, the entire staff took part in a series of in-service training programs in human relations conducted by the Pittsburgh Board of Public Education.

Objectives: The general objective of the program is to fill an urgent need for more trained personnel in the health service occupations. The shortage is anticipated to be even more severe in the near future; hence, there is a heightened need to train sub-professionals quickly and well. Four specific objectives have been identified and are being pursued in the effort to meet the general need:

- 1. To test and demonstrate a dynamic and flexible educational system for health service occupational training, and to establish a basis for measuring results both quantitatively and qualitatively.
- 2. To innovate teaching methods -- programmed instruction, video tape recorders, behavioral-oriented training, stimulation or work environment -- to develop curricula for the comprehensive health training institute.
- 3. To provide for the required reorientation and developmental <u>training of teachers</u> required for this and similar health training facilities.

4. To begin to develop an effective physical plan for an educational facility for training in the health service occupations through unification of existing widely-scattered programs in one suitably equipped and staffed center.

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THE DEVELOPMENT OF JOB ANALYSES

The research effort focuses upon an analysis of three health occupations in order to determine potential commonalities among their training requirements. With this information, the feasibility of developing a core curriculum will be determined. The three occupations are: licensed practical nurse; surgical technician; and nurse aide. A complete training program will be developed and demonstrated for the nurse aide occupation.

Procedure: The first step was the collection of the information necessary for job analyses. Technical behavioral check lists were constructed for nurse aides, surgical technicians, and licensed practical nurses. The items on the check lists included all tasks performed by workers in each occupation.

To insure sufficiently comprehensive check lists, information was obtained from several sources. Workers and job specialists were interviewed, hiring requirements and job specifications were secured from area hospitals, and licensure requirements for licensed practical nurses were examined to obtain additional tasks that might be performed. Daily activity charts kept by persons on the various jobs were a primary source of information necessary for the develop... ment of performance inventory forms. These forms were constructed for use by the research team in recording systematic, on-the-job observations of surgical technicians, practical nurses, and nurse aides. One hundred observations were made for each occupation. These five minute observations were carried out in large, small, and medium sized hospitals. The observers wrote a detailed step-by-step account of what the worker did during the five minutes he was being observed. These data will be analyzed further and compared with data obtained from the job analysis check lists. Systematic observations were made of practical nurses and nurse aides in a variety of settings and work assignments. Because of limitations imposed on movement in operating rooms, observers of surgical technicians spent long periods of time observing the same technicians.



For each of the three occupations investigated, a job analysis check list was constructed. One form of each check list was distributed to the individuals employed in these positions and a second form was distributed to their supervisors. These two forms consisted of the same items, but the directions were slightly different. The workers were required to indicate the frequency with which they performed each task using a three point scale ranging from "frequently" to "never." The supervisors were asked to rate the criticality of each task on a five point scale ranging from "very important," to "not important." Thus, for each task, it was possible to determine the frequency with which the task is performed by the employees and the relative importance of each task as judged by the supervisors.

In addition, the supervisors were asked to rate each worker using the behavior rating scales developed for this occupation. These scales were ratings of employee performance in these seven dimensions; meeting patient's physical needs, meeting patient's emotional needs, performing housekeeping tasks, reporting and recording, showing initiative, assuming responsibility, and maintaining satisfactory interpersonal relations. The supervisors were asked to rate each employee on each of these dimensions, using a nine point scale.

Supervisors were required to provide one additional type of information on each employee. They were asked to report a typical behavior for each subject. These data were collected using an adaptation of the Critical Incident Technique developed by Flanagan. 2

Each participant received a packet consisting of the appropriate technical behavior check list, a description of the purpose of the instrument, and a memorandum from the Assistant Superintendent for Occupational, Vocational, and Technical Education urging the recipient's cooperation. They were instructed to return the completed data collection check lists using the stamped, self-addressed envelope provided. These packets were distributed through the nursing services of the forty-three participating hospitals.

²J. C. Flanagan, "The Critical Incident Technique," <u>Psychological</u> Bulletin, 51: 327-357, July 1954.

Sample: The sample was composed of all available, employed graduates of the nurse aide, practical nurse, and surgical technician programs of the past two years. The subjects were obtained from a wide variety of area institutions, because graduates are working in forty-three institutions in the area.

A control group was constructed for each of the three groups by selecting an equal number of individuals in each field who had not recieved training in the public school program but who were employed in the same capacity in the participating hospitals. This control group completed the appropriate job analysis check list. The nurse supervisor of these workers completed the supervisors form of the job analysis check list to rate the criticality of the tasks.

Data Analysis: To facilitate the data analysis, weights were assigned to the frequency ratings and the criticality ratings. In the case of the frequency ratings made by the worker, a value of one was assigned to the rating "frequently," two to the rating "often," and three to the rating "never." The criticality ratings similarly were scaled with a value of one assigned to a rating of "very important," a value of five assigned to a rating of "not important." Intermediate ratings receiving values of two, three, and four. A value of six was assigned to "not a function." Thus, the lower the mean frequency rating of a task, the more frequently it is reported as being performed by the worker. The lower the mean criticality rating of an item, the more critical the supervisors feel the task is. Item means, standard deviations, and the frequency distribution of the responses, by item, then were calculated for each task.

Because the two different populations responded to different types of rating scales, it was necessary to transform the data to comparable units before proceeding with the data analysis. This was done by using a z-score transformation. In this manner, the effects of the different scale ranges and variabilities of the two responding populations were eliminated.

In order to derive an index to be used in establishing the relative emphasis each task will receive in the planned curriculum, the z-score of each task on the frequency ratings and the criticality ratings were combined in an appropriate fashion. It was deemed best to weigh these two factors equally; therefore, the z-scores were added to determine the index figure for that task.

The relationships between the supervisors' criticality ratings and the workers' frequency ratings for the tasks were determined for each of the three occuptaions. As in the case of the other data analyses, this was carried out using the IBM 7070 computer.

Results: The cooperation of the participants was impressive. Of the 1174 forms distributed, 81.3 percent were returned. Such a high rate of return is most unusual in surveys of this type and is particularly impressive in view of the time and effort required by a respondent to complete the check list. Only two returns were excluded as invalid. Thus, both the quantity and quality of the data exceeded the level found in similar investigations.

The relationships between frequency ratings of tasks and their criticality ratings were determined using Pearson Product Moment correlations. These results are presented in Table I.

TABLE I

CORRELATIONS BETWEEN CRITICALITY AND FREQUENCY

	Correlation
Practical Nurse	. 83 **
(N=198 Tasks)	
Nurse Aide	.82 **
(N=198 Tasks)	·
Surgical Technician	.27 *
(N=136 Tasks)	



Each of the three correlations is significant at greater than the .01 level. The correlation for practical nurses and nurse aides indicates a greater relationship between criticality and frequency ratings than does the one for surgical technicians.

The instrument covering the licensed practical nurse occupation contained 198 separate tasks, grouped into eleven major categories (see Table II). For each of the items, the percentage of supervisors who indicated the task is one to be performed by the practical nurse was calculated as was the percentage of practical nurses who reported performing each of the tasks. From these data, the mean percentage of the items in each of the eleven groups was calculated for both supervisors and practical nurses. The categories then were ranked on the basis of these separate mean percentages. A rank order correlation coefficient .87 was obtained between these two sets of rankings. This value, significant at greater than the .01 level, indicates a strong degree of agreement between the frequency with which practical nurses report performing a category of tasks and the supervisors' ratings of that task as part of the practical nurse's responsibilities.

The above procedure also was carried out for the 198 items included in the nurse aide instrument. These items were grouped into eleven categories and a similar analysis performed (see Table III). The correlation coefficient between the two sets of rankings for this group was .95, a value significant at greater than the .01 level.

As in the case of nurse aides and practical nurses, the 136 tasks included in the surgical technician instrument were grouped into eight categories and the mean percentages calculated (see Table IV). The rankings on the two sets of mean percentages yielded a correlation coefficient of .78, which was significant at greater than the .05 level.

Using the item z-scores for both frequency and criticality, an index was determined for each task for each of the three occupations by summing the two z-scores of each item. This index will be used to determine the relative emphasis to be given each task in the curricula that will be developed. These results are presented in Appendix C. These indices were derived by giving equal weight to the frequency and criticality scores of the items.

TABLE II

LICENSED PRACTICAL NURSE

CATEGORY PERCENTAGES

Mean Percentages for Category of Tasks as Rated by -

CATEGORIES	Registered Nurse	Licensed Practical Nurse
Position and Transport Patients	95.70%	97.38%
Patient Comfort and Personal Service	89.74%	87.79%
Treatments	75.54%	69.05%
Measuring-Gathering Recording-Reporting Data	78.79%	70.16%
Unit Operations	66.07%	69.33%
Teaching-Relating Information	54.96%	60.12%
Surgical Procedures	51.98%	31.10%
Food Service	51.01%	56.33%
Set Up, Operate, and Service Equipment	49.44%	48.69%
Medications	37.82%	37.74%
Housekeeping	29.00%	44.30%

TABLE III

NURSE AIDE

CATEGORY PERCENTAGES

Mean Percentages for Category of Tasks as Rated by -

CATEGORIES	Registered Nurse	Nurse Aide
Patient Comfort and Personal Service	80.29%	80.92%
Position and Transport Fatients	74.00%	91.00%
Unit Operations	52.90%	60.00%
Measuring-Gathering Recording-Reporting Data	50.50%	56.60%
Housekeeping	48.30%	55.30%
Teaching-Relating Information	44.70%	39.70%
Set Up, Operate, and Service Equipment	36.30%	29.90%
Treatments	35.60%	34.30%
Food Service	33.40%	37.00%
Surgical Procedures	23.70%	19.00%
Medications	10.90%	6.50%

TABLE IV

SURGICAL TECHNICIAN

CATEGORY PERCENTAGES

Mean Percentages for Category of Tasks as Rated by -

Registered Nurse	Surgical Technician
s 82.9%	96.3%
80.7%	92.5%
80.5%	98.1%
78.1%	91.6%
75.6%	92.8%
73.5%	92.2%
73.4%	85.6%
61.8%	79.5%
	Nurse 82.9% 80.7% 80.5% 78.1% 75.6% 73.5% 73.4%

The tasks reported as performed by more than fifty percent of the workers and judged by more than fifty percent of the registered nurse supervisors to be a function of the worker were analyzed. These tasks were sorted into three categories depending upon whether the task was related most closely to people, data, or things. Of the total of 198 tasks on the practical nurse check list, 107 (54%) met the cut-off criterion. In the case of the nurse aide tasks, 83 (41%) met the criterion. The percentages of each group's tasks which fell into the three categories are reported in Table V.

TABLE V

THE PERCENTAGE OF TASKS PERFORMED ACCORDING TO THE CATEGORIES OF PEOPLE, DATA, AND THINGS

•	Licensed Practical Nurse Tasks (N=107)	Nurse Aide Tasks (N=83)
People	53%	46%
Data	27%	19%
Things	20%	35%

The distribution of the tasks of the two occupations across the three categories differs considerably. (x² = 5.87; df = 2; .10/py.05). The practical nurse, who has a higher level of training, has higher percentages of tasks in the "people" and "data" categories than the nurse aide; the nurse aide has a higher percentage of tasks in the "things" category than the practical nurse.

Further investigation of these data revealed that of the eightythree items meeting the criteria for the nurse aide, all but seven
also met the criteria for the practical nurse. Thus, nearly all the
tasks commonly assigned to the nurse aide and performed by her
were also assigned to and performed by the practical nurse. The
practical nurse's tasks include most of these performed by the nurse
aide, but are extended to encompass some patient treatment and
data collection.

Discussion: The 81.3 percent return of the job analysis check lists is considered a high return and may be accounted for by the method distribution. The questionnaires were distributed through the nursing service departments of the hospitals, because many of the nursing service personnel had indicated previously their great interest in the research project by cooperating in other aspects of it. To insure participants that their responses would be kept confidential, the check lists were mailed directly to the research team.

There is evidence that very few of the subjects responded carelessly or thoughtlessly to the items. For example, on certain items which are appropriate only for aphysician, all subjects checked the task as not a function for the specified occupation. A further indication of the validity of the responses is shown through a consistent agreement between supervisors' and workers' ratings that could not occur with many random or careless responses.

The percentage of supervisors reporting the task as a function for the workers and the percentage of the workers who reported performing the tasks are similar for the majority of the tasks. This is indicated by the high coefficient of correlation obtained between the mean percentages for supervisors and the mean percentages for workers.

On few items, there is a substantial discrepancy between the percentage of supervisors who consider the duties as those of the worker and in the percentage of workers who report performing the duties. These duties tend to be at the extremes in patient safety; that is, on the one extreme, a large number of each of the three types of workers report performing many menial tasks while a relatively small percentage of the supervisors consider these menial tasks to be their functions. At the other extreme, many supervisors indicate that many administrative duries and tasks in patient care should not be performed by the workers, although a large percentage of the workers report they are performing them. The overlap may be transitional, a result of occupational roles emerging and merging.

Conclusions, Implications: Because this is an interim report, few conclusions and inferences can be drawn at this time. The check lists seemed to provide a valid and reliable source of information.



In addition, it was concluded that a transition in job roles could be anticipated from the study of discrepancies in the supervisors' opinions as to the legitimacy of workers' functions and the number of persons reporting that they actually perform the function.

Also, it was concluded that the results of the analyses provide a firm basis for following the previously specified rationale for curriculum development. Evidence that paramedical workers are expected, on occasion, to extend themselves beyond their training level in providing patient care support two major efforts of this project -- that all programs should be strengthened as much as possible within the time limits allowable, and that special consideration should be given to all educational methods that would facilitate learning at this intensified pace.

Data on Students: Some of the student characteristics that might affect success in the training programs or on-the-job performance are being examined. Data available on students who have entered the program during the past two years are being analyzed. At this time, the mean intelligence quotient, reading level, chronological age, and marital status are available for each enrollee of the surgical technician, practical nurse, and nurse aide program. These are presented in Table VI.

Because of a high student attrition rate in the practical nursing program, effort is being made to collect pertinent data on both dropouts and graduates. A system for coding relevant information from permanent records, interview forms, and letters of application was developed. These data are now on the forms and are also ready to be analyzed.



TABLE VI

STUDENT CHARACTERISTICS

	Practical	Nurse	Surgical
Mean	Nurses	Aides	Technicians
	(242)	(523)	(193)
Otis I.Q.	102	91.8	105
	(N=237)	(N=502)	(N=175)
Reading Level	9.82	9.93	11.19
	(N=233)	(N=211)	(N=161)
Age	28.8	26.31	23
6 ·	(N=241)	(N=518)	(N=125)
Highest Grade Completed	12	11.05	11.97
	(N=242)	(N=323)	(N=183)
Marital Status			
Single	.131	303	125
${f Married}$	95	187	38
Divorced	6	1	0
Separated	6	18	0
Widowed	4	10	0
. Unknown	0	4 .	20

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REPORT SUMMARY

In working toward the project objective -- that of providing more and better trained personnel for the paramedical field -the activity for the third period was concentrated primarily on job analyses, with attention given to gaining relevant information on student characteristics considered important for instructional purposes. This report reviews the results obtained from check lists for job analyses that were developed for and delivered to 1174 registered nurse supervisors, nurse aides, licensed practical nurses, and surgical technicians. The check lists were designed to get a measure of criticality of tasks from the registered nurse supervisors, and information from the workers as to whether they actually perform the tasks and how frequently. The data also included the percent of workers who report the tasks as appropriate functions. A third section of the check list, given only to supervisors, was a behavior rating scale on which ratings were made of the technical skills and relevant attitudes of the workers. The preliminary analysis of these data indicate that in most instances the registered nurse supervisors and the job holders agree on which tasks are acceptable functions for the specified occupation. These data also provide the desired index for determining the emphasis that will be placed on the teaching of various tasks.

The results suggest that future paramedical workers should be receiving the instructions necessary to prepare them for the tasks which, whether through a shortage of other workers or through other causes, the present workers report as tasks they now do. Through such training, the workers' occupational levels will be upgraded, the specific tasks will be considered within their appropriate sphere, and both they and the hospitals will benefit by their having taught the prescribed methods of performing the tasks.

A study of recent graduates on the basis of Intelligence Quotient, reading level, age, educational background, and marital status was conducted during this quarter. The information collected in this study will provide essential data needed in developing an appropriate curriculum.



PLANS FOR THE NEXT QUARTER

Working with the data obtained from the job analyses, the research team's major activity during the next quarter will be directed toward the development of training objectives. Once these objectives are specified, then the focus of the research will be directed toward identifying the attitudes, knowledges, and skills required to meet the specified objectives. The curriculum units or instructional situations aimed at achieving the previously identified objectives will be evolved from this analysis.

The method to be used in evaluating the curriculum demonstration will be planned in detail.

The plan for inservice training for instructors also will be specified.



APPENDIX A

SCHEMATIC REPRESENTATION

OF THE RATIONALE FOR

CURRICULUM DEVELOPMENT



1... LEARNING EXPERIENCF PITT SOURCE PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION
HEALTH TRAINING CENTER OVERVIEW OF CURRICULUM DEVELOPMENT Revieu by Instructors Activity Trans. KEY: Organize TRAINING OBJECTIVES Aevicw by
Teachers
Committees
Research
Team Specify Content Behavior APPENDIX TENTATIVE TRAINING OBJECTIVES Observations Pupil Nature Deily Activity Trends in field Educ. Verification by Supervisors Ingittutional Specifica-tions TENTATIVE ENTRY BEHAVIORS VERIFIED ENTRY BEHAVIORS Review by
Resource
Committees Review by Research Team Certification Verification by Occupant

MEASUREMENT EVALUATION ASSESSMENT

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APPENDIX B

JOB ANALYSIS CHECK LISTS USED TO SURVEY
LICENSED PRACTICAL NURSES, NURSE AIDES,
AND SURGICAL TECHNICIANS AND THE
MEMORANDUM ACCOMPANYING EACH



PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

TO:

Licensed Practical Nurses in Pittsburgh

Area Hospitals

FROM:

Louis J. Kishkunas, Assistant Superintendent

for Occupational, Vocational, and Technical

Education

DATE:

January 9, 1967

SUBJECT:

JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for licensed practical nurses. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of licensed practical nurses.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O. V. T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



LICENSED PRACTICAL NURSE

This form is designed to gain information about licensed practical nurses as part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of licensed practical nurses. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

Name	Telephone
Address	
Employed at	Job
Department	Supervisor
Where did you train for your job? School	n-The-Job b Training
Date Training Was Completed	
Experience as an LPN	YearsMonths



1	Perform unit admitting procedures	1	2	3	4	5	6	7	
1.		1	2	3	4	5	6	7	
2	Assist with unit admitting procedures	1	2	3	4	5	6	7	
3.	Perform unit discharge procedures	1	2	3	4	5	6	7	
4	Assist with unit discharge procedures	1	2	3	4	5	6	7	
5,	Attend unit report	1	2	3	4	5	6	7	
6.	Take notes on unit report	1	2	3	4	5	6	7	
7.	Complete newborn nursery admission pro- cedure, such as: footprints, weight, bath	_	_						
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7	
9.	Show babies	1	2	3	4	5	6	7	
0.	Set up for bedside religious rites	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
1.	Deliver messages	1	2	3	4	5	6	7	
2.	Read to patient	1	2	3	4	5	6	7	
3.	Refer patient to social service agency	1	2	3	4	5	6	7	
4.	Make charge slips	1	2	3	4	5	6	7	
5.	Make credit slips	1	2	3	4	5	6	7	
6.	Sort credit slips	1	2	3	4	5	6	7	
7.	Sort charge slips	1	2	3	4	5	6	7	
8.	Answer patient call	1	2	3	4	5	6	7	
9.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7	
0.	Assist in teaching patient simple hygiene	1	2	3	4	5	6	7	
1.	Teach patient to inject his own insulin	1	2	3		5	6	7	
2.	Deliver mail		2	3		5	6	7	ļ
3.	Deliver flowers	1							
.4.	Make routine security check		2	3	4	5	6	7	
5.	Process patient's valuables	1	2	3	4	5	6	7	
6.	Explain patient condition to family	1	2	3	4	5	6	7	
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	11		l	1	1	1	l	1
7. Obtain patient signatures	1	2	3	4	5	6	7	
8. Run personal errands for patients		2	3	4	5	6	7	
9. Prepare requisitions for unit supplies	1	2	3	4	5	6	7	
0. Fill out X-Ray requisitions	1	2	3	4	5	6	7	
l. Fill out lab requisitions	1	2	3	4	5	6	7	
2. Assist in enforcing visiting hours		2	3	4	5	6	7	
Count unit supplies	1	2	3	4	5	6	7	
4. Record count	1	2	3	4	5	6	7	
5. Make narcotic count	1	2	3	4	5	6	7	
6. Assist in narcotic count	1	2	3	4	5	6	7	
7. Maintain unit supply level	1	2	3	4	5	6	7	
3. Deliver supplies	1	2	3	4	5	6	7	
Dust floor in patient's room	1	2	3	4	5	6	7	
. Clean discharged patient's unit	1	2	3	4	5	6	7	and the state of t
. Make unoccupied bed	1	2	3	4	5	6	7	agenerativania gris Ellingsteidingsk v
. Make occupied bed	1	2	3	4	5	6	?	
. Make post-operative bed	1	2	3	4	5	6	7	AT
. Disinfect bathrooms	1	2	3	4	5	6	.7	
. Wash glasses and pitchers	1	2	3	4	5	6	?	
. Clean utility area	1	2	3	4	5	6	7	// / / / / / / / / / / / / / / / / / / /
. Clean oxygen equipment	1	2	3	4	5	6	7	
. Clean aspiration equipment	3.	2	3	4	5 `*	6	7	1
. Sterilize instruments	1	2	3	4	5	6	(1) g A	HOLD SCHOOL WAS ENGINEED STORY
. Separate laundry	1	2	3	4	, 5	6	'7	
. Fold laundry	1	2	3	4	5	6	7	
. Stock laundry	1	2	3	4	5	6	7	
Collect and return items to laundry	1	2	3	4	5	6	7	
ERIC.						Marriago (A.C.ES Pilo establisheda b		(<u>) </u>

	**************************************					and the second		
54. Check food trays against patient diet list	1	2	3	4	5	6	7	
55. Help patients plan for special diets	1			4	5	6	7	
56. Collect and return items to central supply	1					6	7	
57. Make diet substitutions	1				5	6	7	
58. Change diet from liquid to soft	1				5	6	7	
59. Prepare meals		2			5	6	7	
60. Prepare snacks		2			5	6	7	
61. Make infant formula		2			5	6	7	
62. Put food on trays		2	3		5	6	7	
63. Position patient for meals	1	2	3	4	5	6	7	
64. Fill infant bottles	1	2	3		5	6	7	
55. Assist patients in eating	1	2	3		5	6	7	
66. Serve regular meals	1	2	3	4	5	6	7	
7. Serve snacks	1	2	3	4	5	6	'7	
8. Feed babies	1	2	3	4	5	6	'7	And ag Said Mark Change
9. Provide water service	1	2	3	4	5	6	7	
0. Ask patient about condition	1	2	3	4	5	6	7	
1. Report observations	1	2	3	4	5	6	7	Andrew Company Company Company
2. Record observations	1	2	3	4	5	6	7	
3. Report treatments to R. N.	1	2	3	4	5	6	7	
4. Record treatments	1	2	3	4	5	6	7	
5. Record medications	1	2	3	4	5	6	7	And the Section of Section 2
6. Put information on patient's chart	1	2	3	4	5	6	7	And the second s
7. Take the fetal heart tone	1	2	3	4	5	6	7	Activities of the second secon
3. Take temperature	1	2	3	4	5	6	7	
. Take pulse	1	2	3	4	5	6	7	Manufacture de la company
. Take respiration	1	2	3	4	5	6	er d	
ERIC Palata Producty 100								
A full text Provided by EBC		-		•		,	1	

		ii j	. ,	1 ₁	,				
1.	Record TPR	1	2	3	4	5	6	7	
2.	Take blood pressure	1	2	3	4	5	6	7	
3.	Record blood pressure		2	3	4	5	6	7	
4.	Weigh patient		2	3	4	5	6	7	
5.	Obtain an apical pulse	1	2	3	4	5	6	7	
6.	Take vital signs following anesthesia		2	3	4	5	6	7	
7.	Collect sputum specimen	1	2	3	4	5	6	7	
8.	Collect urine specimen	1	2	3	4	5	6	7	
9.	Collect stool specimen	1	2	3	4	5	6	7	
0.	Deliver specimen	1	2	3	4	5	6	7	
1.	Perform clinitest	1	2	3	4	5	6	7	
2.	Record results of clinitest	1	2	3	4	5	6	7	
3.	Strain urine for stones	1	2	3	4	5	6	7	
4.	Insert tube for gastric specimen	1	2	3	4	5	6	7	
5.	Measure intake and output	1	2	3	4	5	6	7	
6.	Record intake and output	1	2	3	4	5	6	7	
". 	Report unusual incidents	1	2	3	4	5	6	7	
8.	Write reports of incidents	1	2	3	4	5	6	7	
9.	Record condition of skin	1	2	3	4	5	6	7	and the second s
9. 00.	Record appearance of body discharges		2	3	4	5	6	7	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
01.	Assist physician with rounds		2	3	4	5	6	7	
02.	Take verbal order from doctor for medication or treatment	1	2	3	4	5	6	7	
03.	Carry out doctor's verbal orders for medication or treatment	1	2	3	4	5	6	7	
04.	Record doctor's orders	1	2	3	4	5	6	7	
05.	Drape patient for examination	1	2	3	4	5	6	7	
ERI Multisat Producti	IC.								

. B								, des	
06. Change dressin	.gs	1	2	3	4	5	6	7	
07. Apply external		1	2	3	4	5	6	7	+
	examination of patient in labor	1	2	3	4	5	6	7	
09. Scrub for surge	•	1	2	3	4	5	6	7	
10. Scrub for obste		1	2	3	4	5	6	7	
11. Circulate in ope	rating room	1	2	3	4	5	6	7	
12. Assist physicia:	n in gowning	1	2	3	4	5	6	7	
13. Do pre-operati	ve shaving	1	2	3	4	5	6	7	
14. Assist with pre	-operative care	1	2	3	4	5	6	7	
15. Hold and hand in	nstruments	1	2	3	4	5	6	7	
16. Assemble instru	ıment packs	1	2	3	4	5	6	7	
17. Observe isolation	on techniques	1	2	3	4	5	6	7	
18. Check drainage	tubes	1	2	3	4	5	6	7	
19. Check patients i	for bleeding	1	2	3	4	5	6	7	
20. Assist patient in	n postural drainage	1	2	3	4	5	6	7	
21. Give enema	· · · · · · · · · · · · · · · · · · ·	1	2	3	4	5	6	$-\frac{17}{7}$	
22. Empty catheter	collection bag	1	2	3	4	5	6	7	
23. Insert rectal su	ppositories	1	2	3	4	5	6	7	
24. Insert vaginal s	uppositories	1	2	3	4	5	6	7	
25. Administer vagi	nal douche	1	2	3	4	5	6	7	
26. Give urinary bla	adder instillations	1	2	3	4	5	6	7	
27. Give urinary bla	idder irrigations	1	2	3	4	5	6	7	
28. Catheterize pati	ent	1	2	3	4	5	6	7	
9. Insert indwelling	g catheter	1	2	3	4	5	6	7	
0. Care for colosto	my	1	2	3	4	5	6	7	
1. Care for trached	otomy	1	2	3	4	5	6	7	
2. Give sitz bath		elle					.		
ERIC.									

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33.	Remove nasal pack	1	2	3	4	5	6	7	
34.	Remove fecal impaction	1	2	3	4	5	6	7	
35.	Give perineal care	1	2	3	4	5	6	7	
36.	Give post-partum care	1	2	3	4	5	6	7	
37.	Give breast care to new mother	1	2	3	4	5	6	7	
38.	Apply binders	1	2	3	4	5	6	7	
39.	Assist patient with exercises	1	2	3	4	5	6	7	
40.	Assist patients in walking	1	2	3	4	5	6	7	
41.	Dangle patients		2	3	4	5 5	6	7	
42.	Prepare hot and cold compresses		2	3	4		6	7	
43.	Apply hot and cold compresses	1	2		4	5	6	7	
44.	Apply Ace bandage	1	2	3	4	5	6	7	<u> </u>
45.	Apply poultices and plasters	1	2	3	4	5	6	7	
46.	Order prescription from pharmacy		2	3	4	5	6	7	
47.	Compute fractional doses of medicine	1	2	3	4	5	6	7	Y
48.	Pour oral medication	1	2	3	4	5	6	7]]
49.	Give oral medication	1	2	3	4	5	6	7	
50.	Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	
51.	Care for incontinent patient	1	2	3	4	5	6	7	
52.	Administer post-mortem care	1	2	3	4	5	6	77	
53.	Administer narcotics	1	2	3	4	5	6	7	
54.	Give immunizations	1	2	3	4	5	6	7	
55.	Give subcutaneous injections	1	2	3	4	5	6	7	
56.	Give intramuscular injections	1	2	3	4	5	6	7	
57.	Dress and undress patient	1	2	3	4	5	6	7	лакорайна анын ай тохо
58.	Furnish bedpan/urinal service	1	2	3	4	5	6	7	
59. ERI	Give oral hygiene								
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		S i	9	ı	2 6	¢.	8	a	ł
60,	Give oral hygiene to an unconscious patient		2	3	4	5	6	7	ANA CTION STREET, IN ANY
61	Give back rub	1	2	3	4	5	6	7	
62.	Shampoo patient's hair	1	2	3	4	5	6	7	
53 <u>.</u>	Care for patient's hair and nails	1	2	3	4	5	6	7	
54	Bathe patient	1	2	3	4	5	6	7	
55,	Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
56,	Operate autoclave	1	2	3	4	5	6	7	
<u>57.</u>	Prepare tray for prep team	1	2	3	4	5	6	7	
8,	Set up croupette	1	2	3		5	6	7	
9,	Service croupette	1	2	3	4	5	6	7	
<u>'0,</u>	Adjust bed rails	1	2	3	4	5	6	7	
1.	Apply rubber or cotton rings	1	2	3	4	5	6	7	A
2.	Set up oxygen equipment	1	2	3	4	5	6	7	**
3,	Regulate oxygen equipment	1	2	3	4	5	6	7	
4	Administer oxygen	1	2	3	Ą.	5,	6	7	li II
5.	Administer an electro-cardiograph	1	2	3	4	5	6	7	I TAL Miles was autorisated as across:
6,	Assist with electro-cardiograph	1	2	3	4	5	6		
7.	Take X-Ray pictures	1	2	3	4	5	6	7	
8.	Assist in taking X-Ray pictures	1	2	3	4	5	(************************************	7	
9.	Set up aspirator	1	2	3	4	5	6	7	
0.	Aspirate patient	1	2	3	4	5	6	7	5
1.	Suction patient	1	2	3	4	5	6	7	
2,	Regulate flow of blood transfusions	1	2	3	4	5	6	7	
3	Discontinue I V. solutions	1	2	3	4.	5	6	7	
Į.	Add additional solution to continue I. V.	1	2	3	4	5	6	7	
5	Start an I V solution	1	2	3	4	5	6	7	
)	Check flow of I. V.	1	2	3	4	5	6	7	
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L.									ŀ

LICENSED PRACTICAL NURSE

INSTRUCTIONS: FREQUENCY LEARNED Frequency - Check column that shows how often Training you do each task. classes task Frequently - A task you do several times each week. practice Ø attending In-Service During Practical Nurse taught thi Occasionally - A task you do once a week or less - Check the column that shows where Learned Have not been observing you learned this task or if you have Occasionally Frequently not been taught this task. TASKS EXAMPLES: 3 4 1 2 5 7 Set up oxygen equipment (Answers show this task is done once a week or less, and was learned by practice on the job.) 3 7 1 2 4 5 Prescribe medication (Answers show this task is never done, and was not taught.) 3 5 1 4Record intake and output (Answers show this task was learned either in class or clinical phase of training course and is done several times each week.) 7 1 2 3 4 5 6 Set up bone fracture equipment 87. 88. Assist in putting on braces 6 7 89. Adjust traction apparatus 3 6 4 90. Apply artificial limbs 7 1 2 3 4 5 6 91. Remove artificial limbs 3 7 1 2 4 5 92. Apply arm slings 1 3 6 7 2 4 Apply restraints 1 3 4 5 6 Apply tourniquet

3

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particular Manthology of Lotting and Color	and is done several times each week.)		1 15 mg					1	H
		łl	i			i	l	4	ı
187.	Sot un hono functura ocuinment	1	2	3	4	5	6	7	
	Set up bone fracture equipment	1	2	3	4	5	6	7	
188.	Assist in putting on braces	1	2	3	4	5	6	7	
189.	Adjust traction apparatus	1	2	3	4	5	6	7	
190.	Apply artificial limbs	1	2	3	4	5	6	7	
191.	Remove artificial limbs	1	2	3	4	5	6	7	
192.	Apply arm slings	1	2	3	4	5	6	7	
193.	Apply restraints	1	2	3	4	5	6	7	
194.	Apply tourniquet	1	2	3	4	5	6	7	
195.	Position patient	1	2	3	4	5	6	7	
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	 7	
197.	Assist in restraining patient	1	2	3	4	5	6	7	
198.	Transport patient in wheelchair or carriage							ļ ·	
<u> </u>									
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PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

TO:

Licensed Practical Nurse Supervisors in

Pittsburgh Area Hospitals

FROM:

Louis J. Kishkunas, Assistant Superintendent

for Occupational, Vocational, and Technical

Education

DATE:

January 9, 1967

SUBJECT:

JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for licensed practical nurses. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of licensed practical nurses.

I am enclosing a questionnaire form designed to help us collect the meeded data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education Health Research Team O.V.T. Center 635 Ridge Avenue Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL & TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

This form is designed to help you in giving us a report on the job performance in connection with a research
in connection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become part of the individual's record.
The purpose of the study is to investigate the performance of licensed practical nurses. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job equirements.
Your full cooperation is appreciated.
NAME
POSITION
INSTITUTIONDEPARTMENT
YEARS EXPERIENCE
DEGREE
NUMBER OF PERSONS YOU SUPERVISE



REPORT OF TYPICAL BEHAVIOR

whe	en _	During the past three or four days there has probably been a ti has said or done someth	
job	. F	impressed you as being indicative of his/her typical behavior on Please think of the last time such an incident occurred and then come he following form.	
1.		nat led up to the event? Please describe the circumstances which up to the event in as much detail as possible.	L
2.		actly what did the employee say or do that impressed you as being sical of his/her on-the-job behavior?	g
3.	a.	If this behavior was effective in accomplishing the task assigned why in your opinion was this behavior effective?	• •
	b.	If this behavior was ineffective in accomplishing the task assigned what in your opinion should he/she have done?	e d,



LICENSED PRACTICAL NURSE

Rating of									
Directions: licensed praction on each of the of one (1) in rating of nin (5) indicates for a person	nese sca ndicates ne (9) : s averag	nurses per ales by ci s complete indicates ge perform	form. Preling to the control of the	lease in he appro quate pe perform he scale	dicate of priate of priate of the priate of the principle	where numbe ce in this ndepe	the pr. No a give area.	person otice to men are . A re . so it	named rates that a rating ea while a ting of five
		Meet	ting par:	ient-' p	hysical	needs	5		
1 2 Inadequate	3	4		5 Avarage		6		7	8 1 9
assuce due se				Average					Superior
		Meet	ing pati	ients' e	nctional	need	is .		
	3	4		_ 5	1	6	1	7 1	819
Inadequate				Average					Superior
		Pe	erforming	, houseke	eping t	asks			
1 2 Inadequate	3	14		5 Average	<u></u>	6	1	7	819
Transco dum a c			•	Average					Superior
			Reporti	ng and r	ecordin	g			
	3	14		5		6		7.	819
Inadequate				Average					Superior
			Showi	ng inîti	a tiv e				
	3	14	1	5	1	6	1	7 1	81 2
Inadequate				Average					Superior
			Assumin	g respon	sibilit	у			
	31	4	<u></u>	5		6	<u> </u>	7	819
Inadequate			•	Average					Superior
	Mai	intaining :	satis?ac	tory int	erp: rsor	nal re	elatio	ns	
1 2 1 3	3	4	1	5		6	1	7 1	819
Inadequate				lverage			-		Superio.



and the second s				. 11	1	1	1	1
1.	Perform unit admitting procedures	1	2	3	4	5	6	7
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7
3.	Perform unit discharge procedures	1	2	3	4	5	6	7
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7
5.	Attend unit report	1	2	3	4	5	6	7
6.	Take notes on unit report	1	2	3	4	5	6	7
7.	Complete newborn nursery admission pro- cedure, such as: footprints, weight, bath	1	2	3	4	5	6	. 7
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7
9.	Show babies	1	2	3	4	5	6	7
10.	Set up for bedside religious rites	1	2	3	4	5	6	7
11.	Deliver messages	1	2	3		5	6	7
12.	Read to patient	1	2	3	4	5	6	7
13.	Refer patient to social service agency	1	2	3	4	5	6	7
14.	Make charge slips	1	2	3	4	5	6	7
15.	Make credit slips	1	2	3	4	5	6	7
16.	Sort credit slips	1		3	4	5	6	7
17.	Sort charge slips	1	2	3	4	5	6	7
18.	Answer patient call	1	2	3	4	5	6	7
19.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7
20.	Assist in teaching patient simple hygiene	1		3	4	5	6	7
21.	Teach patient to inject his own insulin	1	2	3	4	5	6	7
22.	Deliver mail	1	2	3	4	5	6	7
23.	Deliver flowers	1	2	3	4	5	6	7
24.	Make routine security check	1	2	3	4	5	6	7
25.	Process patient's valuables	1	2	3	4	5	6	7
26. ERIC	Explain patient condition to family							
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27.	Obtain patient signatures	1	2	3	4	5	6	7	
	Run personal errands for patients	1	2	3	4	5	6	7	
	Prepare requisitions for unit supplies	1	2	3	4	5	6	7	
	Fill out X-Ray requisitions	1	2	3	4	5	6	7	
	Fill out lab requisitions	1	2	3	4	5	6	7	
	Assist in enforcing visiting hours	1	2	3	4	5	6	7	
93.	Count unit supplies	1	2	3	4	5	6	7	
	Record count	1	2	3	4	5	6	7	
35.	Make narcotic count	1	2	3	4	5	6	7	
36.	Assist in narcotic count	1	2	3	4	5	6	7	
37.	Maintain unit supply level	1	2	3		5	6	7	
38.	Deliver supplies	1	2	3		5	6	7	
39.	Dust floor in patient's room	1	2	3		5	6	7	
40.	Clean discharged patient's unit	1	2	3		5	6	7	The state of the s
41	Make unoccupied bed	1	2	3		5	6	7	
42.	Make occupied bed	1	2	3	4	5	6	7	
43.	Make post-operative bed	1	2	3		5	6	.7	
44.	Disinfect bathrooms	1	2	3		5	6	7	
45	Wash glasses and pitchers		2	3		5	6	7	<u> </u>
46	Clean utility area	L	2	3		5	6	7	
47.	Clean oxygen equipment	1	2	3				7	
48	Clean aspiration equipment		2	3		5, '*	6		在2000 1000 1000 A 2000 A 2000 A 5 4 4 4
49	Sterilize instruments	1	2	3		5	6	7	
50.	Separate laundry	1	2	3		5	6	7	
51	Fold laundry		2				6	7	
52.	Stock laundry		2				6	7	and a little and a
<u>5</u> 3	Collect and return items to laundry	-		-					
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		1	2	3	4	5	6	7	
54.	Check food trays against patient diet list	1	2	3	A	5			
55.	Help patients plan for special diets	1					6	7	
56.	Collect and return items to central supply	1	2	3		5	6	7	
57.	Make diet substitutions	1	2	3		5	6	7	
58.	Change diet from liquid to soft	1	2	3		5	6	7	
59.	Prepare meals	1	2	3		5	6	7	
60.	Prepare snacks	1	2	3	4	5	6	7	
61	Make infant formula	1	2	3)	4	5	6	'7	
62.	Put food on trays	1	2	3	4	5	6	7	
63.	Position patient for meals	1	2	3	4	5	6	7	
64.	Fill infant bottles	1	2	3	4	5	6	7	
65.	Assist patients in eating	1	2	3	4	5	6	7	
66.	Serve regular meals	1	2	3	4	5	6	7	The state of the s
67.	Serve snacks	1	2	3	4	5	6	7	t y
68.	Feed babies	1	2	3	4	5	6	7	
69.	Provide water service	1	2	3	4	5	. 6	7	mane CELOVIE COMMUNICATION
70.	Ask patient about condition	1	2	3	4	5	6	7	
71.	Report observations	1	2	3	4	5	6	7	A Marie of Phone of Phone of Street and
72.	Record observations	1	2	3	4	5	6	7	
73.		1	2	3	4	5	6	7	
	Report treatments to R. N.	1	2	3	4	5	6	7	
74.	Record treatments	1	2	3	4	5	6	7	
75. 	Record medications	1	2	3	4	5	6	P7	FEE, mins som diskummens s., nor
76.	Put information on patient's chart	1	2	3	4	5	6	7	
77.	Take the fetal heart tone	1	2	3	4	5	6	7	
78.	Take temperature	1	2	3	4	5	6	7	Andreas Anna Anna ann an an An
79.	Take pulse	1	2	3	4	5	6	r a U	ACE O AMERICA EXTERNISHED OF TAKE SPECS
30.	Take respiration	~							
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And Anna Anna Anna Anna Anna Anna Anna A	A STANDARD CONTRACTOR OF THE PROPERTY OF THE P	y Control of				-	mi camana and a		s as demonstrate and
31.	Record TPR	1	2	3	$oxed{4}$	5	6	7	
32.	Take blood pressure	1	2	3	4	5	6	7	
33.	Record blood pressure	1	2	3	4	5	6	7	
34.	Weigh patient	1	2	3	4	5	6	7	
35.	Obtain an apical pulse	1	2	3	4	5	6	7	
36.	Take vital signs following anesthesia	1	2	3		5	6	7	
37.	Collect sputum specimen	1	2	3	4	5	6	7	
38.	Collect urine specimen	1	2	3		5	6	7	
39 .	Collect stool specimen	1	2	3		5	6	$\frac{1}{7}$	
90.	Deliver specimen	1	2	3		5	6	7	
91.	Perform clinitest	1	2	3		5	6	7	
92.	Record results of clinitest	1	2	3		5	6	7	
93.	Strain urine for stones		2	3		5	6	7	
94	Insert tube for gastric specimen		2	3		5	6	7	
95.	Measure intake and output	1	2	3	4	5	6	7	
96.	Record intake and output	1	2	3	4	5	6	7	
97.	Report unusual incidents	1	2	3	4	5	6	7	
98.	Write reports of incidents	1	2	3	4	5	6	7	
99.	Record condition of skin	1	2	3	4	5	6	7	
100.	Record appearance of body discharges Assist physician with rounds	1	2	3	4	5	6	77	
101.	Assist physician with rounds Take verbal order from doctor for medication or treatment	1	2	3	4	5	6	7	
.03.	Carry out doctor's verbal orders for medication or treatment	1	2	3	4	5	6	7	
.04.	Record doctor's orders	1	2	3	4	5	6	7	
.05.	Drape patient for examination	1	2	3	4	5	6	7	
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	The second secon	egerinaet (Tarija) (Tarija)	AND TO BE SEEN OF THE SEEN OF	,	To the surprise				
16	Change dressings	1	2	3	4	5	6	7	
7.	Apply external medicine	1	2	3	4	5	6	7	
8.	Perform rectal examination of patient in labor	1	2	3	4	5	6	7	
)9.	Scrub for surgery	1	2	3	4	5	6	7	
0.	Scrub for obstetrics	1	2	3	4	5	6	7	
1.	Circulate in operating room	1	2	3	4	5	6	7	
.2.	Assist physician in gowning	1	2	3	4	5	6	7	-
.3.	Do pre-operative shaving	1	2	3	4	5	6	7	
.4.	Assist with pre-operative care	1	2	3	4	5	6	7	-
.5.	Hold and hand instruments	1	2	3	4	5	6	7	
.6.	Assemble instrument packs	1	2		4	5	6	7	
7.	Observe isolation techniques	1	2	3	4	5	6	7	
8.	Check drainage tubes	1	2	3	4	5	6	7	
9.	Check patients for bleeding	1	2	3	4	5	6	7	
0.	Assist patient in postural drainage	1	2	3	4	5	6	7	
1.	Give enema	1	2	3	4	5	6	7	
2.	Empty catheter collection bag	1	2	3	4	5	6	7	-
3.	Insert rectal suppositories	1	2	3	4	5	6	7	
4.	Insert vaginal suppositories	1	2	3	4	5	6	7	
5 .	Administer vaginal douche	1	2	3	4	5	6	7	ha animake shaharangan pad a
6. 7	Give urinary bladder instillations Circ uninary bladder instillations	1	2	3	4	5	6	7	
7. 2	Give urinary bladder irrigations Cathotorize patient	1	2	3	4	5	6	7	77
8. 9	Catheterize patient Insert inducting catheter	1	2	3	4	5	6	7	
9. 0.	Insert indwelling catheter Care for colostomy	1	2	3	4	5	6	7	
). 1.	Care for colostomy Care for tracheotomy	1	2	3	4	5	6	7	
2.	Give sitz bath	1	2	3	4	5	6	7	
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	the state of the s								1

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		84	•		14		1		
133.	Remove nasal pack]	2	3	4	5	6	7	
34.	Remove fecal impaction	1	2	3	4	5	6	7	
35.	Give perineal care	1	2	3	4	5	6	7	
.36.	Give post-partum care	1	2	3	4	5	6	7	
37.	Give breast care to new mother	1	2	3	4	5	6	7	
38.	Apply binders	1	. 2	3	4	5	6	7	
39.	Assist patient with exercises	1	2	3	4	5	6	7	
40.	Assist patients in walking	1	2	3	4	5	6	7	
41.	Dangle patients	1	2	3	4	5	6	7	MAR ASSESSED FOR THE COMPANIES
42.	Prepare hot and cold compresses	1	2	3	4	5	6	7	H H
43.	Apply hot and cold compresses	1		3	4	5	6	7	
44.	Apply Ace bandage	1	2	3	4	5	6	7	PRESENTANT CAMPAGNIC C TO
45.	Apply poultices and plasters	1	2	3	4	5	6	7	TOTAL STREET,
46.	Order prescription from pharmacy	1	2	3	4	5	6	7	
1 7.	Compute fractional doses of medicine	1	2	3	4	5	6	7	CONTRACTOR ACCOUNTS & COMM
18.	Pour oral medication	1	2	3	4	5	6	7	ij kimelinga emoe e povo
19.	Give oral medication		2	3	4	5	£,	7	(1965年) (1964年(1735 235
50.	Put medication in the eye, ear, or nose		2	3	4	5	6	7	
51.	Care for incontinent patient	1	2	3	4	5	6	7	Carrier planes and come
52.	Administer post-mortem care	1	2	3)	4	5	6	7	
3,	Administer narcotics	1	2	3	4	5	6	7	
4.	Give immunizations		2	3	4	5	6	7	I and the second
5.	Give subcutaneous injections	1	2	3	4	5	6	'?	
6.	Give intramuscular injections	1	2	3	4	5	6	7	STATE OF THE PARTY
7.	Dress and undress patient		2	3	4	5	6	7	
8,	Furnish bedpan/urinal service	1	2	3	4	5	6	7	Committee of the last
9,	Give oral hygiene	1	2	3	4	5	6	7	
ERI	C	Tomat Lang C						1	Part Copies (

Ο,	Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
<i>,</i>		1	2	3	4	5	6	7	
<u> </u>	Give back rub	1	2	3	4	5	6	7	-
2,	Shampoo patient's hair								
3,	Care for patient's hair and nails		2	3	4	5	6	7	
4,	Bathe patient		2	3	4	5	6	7	
5,	Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
ó,		1	2	3	4	5	6	7	
	Operate autoclave	1	2	3	4	5	6	7	-
<u>7.</u>	Prepare tray for prep team		2	3	4	5	6	7	<u> </u>
8,	Set up croupette	To the control of the							ļ
9	Service croupette		2	3	4	5	6	7	
0.	Adjust bed rails	1	2	3	4	5	6	7	
			2	3	4	5	6	7	
1,	Apply rubber or cotton rings		2	3	4	5	6	7	
2.	Set up oxygen equipment		2	3	4	5	6	7	**
3.	Regulate oxygen equipment								
4	Administer oxygen		l 2	3	4	5	6	7	
 5 .	Administer an electro-cardiograph	1	2	3	4	5	6	7	
			2	3	4	5	6	7	
6,	Assist with electro-cardiograph		2	3	4	5	6	7	-
7	Take X-Ray pictures		2	3	4	5	6	7	-
8.	Assist in taking X-Ray pictures								
9 .	Set up aspirator		2	3	4	5	6	7	
0 ,	Aspirate patient	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
1.	Suction patient		2	3	4	5	6	7	-
2,	Regulate flow of blood transfusions		2	3	4	5	6	7	
3,	Discontinue I. V. solutions					<u> </u>			
4	Add additional solution to continue I.V.		2	3	4	5	6	7	
		1	2	3	4	5	6	7	
<u>.</u>	Start an I. V. solution		2	3	4	5	6	7) in the second
ć. C	Check flow of I. V.		<u> </u>			<u> </u>	1		-

LICENSED PRACTICAL NURSE

INSTRUCTIONS:

In columns 1, 2, 3, 4, and 5, please judge the importance of each task by placing a check (\checkmark) in the appropriate column. (For the purpose of this study, IMPORTANT is defined as critical or crucial.)

In column 6 place a C if you feel the task should be taught during the FORMAL TRAINING COURSE which includes both classroom and clinical instruction. Place an O in column 6 if you feel this task should be learned ON-THE-JOB.

Place a dash (—) in column 7 for any task that is Not a Function of a Licensed Practical Nurse

EXAMPLES

Example A is not a function and, therefore, is

not rated for importance and only a (-) is placed in column 7. Example B is rated extremely important because of the danger of scalding the patient, and should be taught during the Training Course. Example C is rated not important and is a task that is normally learned on the job.	Extremely important	Very important	Moderately important	Slightly important	Not important	O -During Training Course	O -On-The-Job Not a Function	
A. Teach prenatal classes	1	2	3	4	5	6	7	
B. Control temperature of water for sitz bath	1	2	3	4	5	6	7	·
C. Operate Dumbwaiter	1	2	3	4	5	6	7	
. Set up bone fracture equipment	1	2	3	4	5	6	7	mak . 14 E
. Assist in putting on braces	1	2	3	4	5	6	7	
• Adjust traction apparatus	1	2	3	4	5	6	7	
• Apply artificial limbs	1	2	3	4	5	6	7	
. Remove artificial limbs	1	2	3	4	5	6	7	
. Apply arm slings	1	2	3	4	5	6	7	
Apply restraints	1	2	3	4	5	6	7	***************************************
ERIC Apply tourniquet	1	2	3	4	5	6	7	

Andrews Conference of the Conf				, ,	13		1	9	ı
187. S	Set up bone fracture equipment	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
	Assist in putting on braces	1	2	3	4	5	6	7	
	Adjust traction apparatus	1	2	3	4	5	6	7	
	Apply artificial limbs	1	2	3	4	5	6	7	
	Remove artificial limbs	1	2	3	4	5	6	7	
192. <i>I</i>	Apply arm slings	1	2	3	4	5	6	7	
193. <i>I</i>	Apply restraints	1	2	3	4	5	6	7	
194.	Apply tourniquet	1	2	3	4	5	6	7	-
195.	Position patient	1	2	3	4	5	6	7	
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	17	
197.	Assist in restraining patient	1	2		4	5	6	7	
198.	Transport patient in wheelchair or carriage	1		3	# #	5	C		
ERIC PRINTED TO PRINTE									

I STREET

PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

TO:

Nurse's Aide Supervisors in Pittsburgh

Area Hospitals

FROM:

Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical Education

DATE:

January 9, 1967

SUBJECT:

JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for nurse's aides. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of nurse's aides.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

> Board of Public Education Health Research Team O.V.T. Center 635 Ridge Avenue Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

in connection with

This form is designed to help you in giving us a report on the job

a research study being conducted by the Pittsburgh Board of Public

performance of_

Education, Division of Occupational, Vocational, and Technical Education for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purpose only, and will never become part of the individual's record.	e
The purpose of the study is to investigate the performance of nurse's ides. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.	
Your full cooperation is appreciated.	
NAME	
POSITION	
INSTITUTIONDEPARTMENT	-
YEARS EXPERIENCE	-
DEGREE	
NUMBER OF PERSONS YOU SUPERVISE	_



REPORT OF TYPICAL BEHAVIOR

$\mathbf{wh} \epsilon$	en	During the past three or four days there has probably been a time has said or done something
job	. F	impressed you as being indicative of his/her typical behavior on the clease think of the last time such an incident occurred and then combe following form.
1.		at led up to the event? Please describe the circumstances which up to the event in as much detail as possible.
2.		actly what did the employee say or do that impressed you as being ical of his/her on-the-job behavior?
0		
3.	a.	If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?
	*>•	If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/she have done?



NURSE'S AIDE

Rating of										
Directions: nurse's aide these scales indicates co nine (9) ind indicates av a person to	s perfo by cir mpletel icates erage p	rm. Pleas cling the y inadequa superior p erformance	e indica appropri te perfo erforman . The s	ate where late numb ormance in ace in the scales ar	the pe er. No n a giv is area e indep	rson i tice i en arc . A : enden	named that s ea whi rating t so i	rated a rati ile a g of : it is	s or ing rat five	each of of one (1) sing of e (5)
		Mee	ting pat	tients' p	hysical	need	S			
1 2 1	3 1	٤4		5		6		7		8.19
Inadequate				Average			•			Superior
<u>l 2 </u> Inadequate	3	Mee 4	ting pat	tients' e 5 Average		l nee	ds 	_7_	1	819 Euperior
1 2 Inadequate	3	ļ ₄	erformiı	ng housek 5 Average		tasks		7		8 9 Superior
1.1.2.4	3 I	2 4	Repor	ting and		.ng 6	1	7	1	819
Inadequate		e p		Average	-		and have no	e e e e e e e e e e e e e e e e e e e	or he was	Superior
	a .	h.	Sho	wing init		6	1	c sy	B	8 1 9
1 2	3	4		Average		U				Superior
Inadequate 1 2 Inadequate	3 1	4 Vaintaining		ing respo 5 Average	onsibili	6		7 lons		8 j 9 Superior
	_	_	-		-	_		***		6
1 2	3	4		5		6	 	7	# 	8 9
Inadequate				Average	9					Superior



]		1			emining of the second particles and second second		
1.	Perform unit admitting procedures	1	2	3	4	5	6	7	
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7	
3.	Perform unit discharge procedures	1	2	3	4	5	6	7	
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7	
5.	Attend unit report	1	2	3	4	5	6	7	
6.	Take notes on unit report	1	2	3	4	5	6	7	
7.	Complete newborn nursery admission pro- cedure, such as: footprints, weight, bath	1	2	3	4	5	6	. 7	
8,	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7	
9.	Show babies	1	2	3	4	5	6	7	.,
10.	Set up for bedside religious rites	1	2	3	4	5	6	7	
11.	Deliver messages	1	2	3		5	6	7	
. 12.	Read to patient	1	2	3	4	5	6	7	1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
13.	Refer patient to social service agency	1	2	3	4	5	6	7	
14.	Make charge slips	1	2	3	4	5	6	7	
15.	Make credit slips	1	2	3	4.	5	6	7	udha da ha
16.	Sort credit slips	1	2	3	4	5	6	7	
17.	Sort charge slips	1	2	3	4	5	6	7	
18.	Answer patient call	<u> </u>	2	3	4	5	6	7	
19.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7	
20.	Assist in teaching patient simple hygiene	1	2	3	4	5	6	7	
21.	Teach patient to inject his own insulin	1	2	3	4	5	6	7	
22.	Deliver mail	1	2	3	4	5	6	7	-
23.	Deliver flowers	1	2	3	4	5	6	7	
24.	Make routine security check		2	3	4	5	6	7	
25.	Process patient's valuables		2	3	4	5	6	7	
26.	Explain patient condition to family	T		,	T				
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			_					1	
27.	Obtain patient signatures	1	2	3	4	5	6	7	
28.		1	2	3	4	5	6	7	
	Run personal errands for patients	1	2	3	4	5	6	7	
29.	Prepare requisitions for unit supplies	1	2	3	4	5	6	7	
30.	Fill out X-Ray requisitions	1	2	3		5		7	
31.	Fill out lab requisitions				4		6		
32.	Assist in enforcing visiting hours	1	2	3	4	5	6	7	
33.	Count unit supplies	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	•
34.	Record count	1	2	3	4	5	6	7	
35.	Make narcotic count	1	2.	3	4	5	6	7	
36.	Assist in narcotic count	1	2	3	4	5	6	7	
37.	Maintain unit supply level	1						177 (
38.	Deliver supplies		2	3	4	5	6	7	
. 39.	Dust floor in patient's room	1	2	3	4	5	6	7	
40.	Clean discharged patient's unit	1	2	3	4	5	6	7	ophorit print 14 tong graf
W Marketing		1	2	3	4	5	6	7	E ST. SECTION SECTION
41.	Make unoccupied bed	1	2	3	4	5	6	7	/ : /
42.	Make occupied bed	1	2.	3	4	5	6	7	er er trader gebene.
43.	Make post-operative bed	1	2	3	4	5	6	7	oped JK.P.PP(1) grydd
44.	Disinfect bathrooms							,	- Walter City
45.	Wash glasses and pitchers	1	2	3	4	5	6	7	
46,	Clean utility area	1	2	3	4	5	6	7	
47.	Clean oxygen equipment	1	2	3	4	5	6	7	
,		1	2	3	4	5	6	?	
48.	Clean aspiration equipment	1	2	3	4	5	6	aranna e e e e e e e e e e e e e e e e e e	THE RESERVE THE RESERVE
49.	Sterilize instruments	1	2	3	4	5	6	'7	transcript distribution d
50。	Separate laundry		2	3					
51.	Fold laundry	1			4	5	6	7	
52.	Stock laundry	1	2	3	4	5	6	7	
53.	Collect and return items to laundry	1	2	3	4	5	6	7	AN ANT. TO CAME SHOULD
ERIC Full Teat Provided by EDD	COLLOGO WALGE & COULTY EDGILLS OF TAULIULY						Phone Carlotte		1965, 200 M. S.
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EA	Chook food turns against mations dist line	1	2	3	4	5	6	7	
54.	Check food trays against patient diet list	1	2	3	4	5	6	7	
55.	Help patients plan for special diets	1	2	3	4	5	6	7	
56.	Collect and return items to central supply	1	2	3	4	5	6	7	de la constitución de la constit
57.	Make diet substitutions	1	2	3	4	5	6	7	
58.	Change diet from liquid to soft	1	2	3	4	5	6	7	14 (4)
59.	Prepare meals	1	2	3	4	5	6	7	
60.	Prepare snacks	1	2	3	4	5	6	7	
61.	Make infant formula	1	2	3	$-\frac{4}{4}$	5	6	7	a Jim Chirlink road come
62.	Put food on trays	1					6	7	
63.	Position patient for meals	1	2	3	4	5			
64.	Fill infant bottles	1	2	3	4	5	6	7	
65.	Assist patients in eating	1	2	3		5	6	7	
66.	Serve regular meals	1	2	3	4	5	6	7	
67.	Serve snacks	1	2	3	4	5	6	'7	
68.	Feed babies	1	2	3	4	5	6	'7	
69.	Provide water service	1	2	3	4	5	. 6	7	
70.	Ask patient about condition	1	2	3	4	5	6	7	
		1	2	3	4.	5	6	7	
71.	Report observations	1	2	3	4	5	6	7	
72.	Record observations	1	2	3	4	5	6	7	
73.	Report treatments to R. N.		2	3	4	5	6	7	
74.	Record treatments		2	3	4	5	6	7	
75.	Record medications		2	3	4	5	6	7	
76.	Put information on patient's chart		2	3	4	5	6	7	
77.	Take the fetal heart tone	1	2	3	4	5	6	7	
78.	Take temperature		2	3				7	
79.	Take pulse	1							
80.	Take respiration	1	2	3	4	5	0		
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CONTRACTOR NAMES OF TAXABLE									

	1	1	1	[]		1		. 1	
0.1		1	2	3	4	5	6	7	
81.	Record TPR	1	2	3	4	5	6	7	
82.	Take blood pressure	1	2	3	4	5	6	7	
83.	Record blood pressure	1	2	3	4	5	6	7	
84.	Weigh patient	1	2	3	4	5	6	7	
85.	Obtain an apical pulse	1	2	3	4	5	6	7	
86.	Take vital signs following anesthesia	1	2	3	4	5	6	7	
87.	Collect sputum specimen	1	2	3	4	5	6	7	
88.	Collect urine specimen	1	2	3	4	5	6	7	
89.	Collect stool specimen					5	6	7	
90.	Deliver specimen	1	2	3	4				
91.	Perform clinitest	1	2	3	4	5	6	7	
92.	Record results of clinitest	1	2	3	4	5	6	7	
93.	Strain urine for stones	1	2	3	4	5	6	7	
94.	Insert tube for gastric specimen	1	2	3	4	5	6	7	
95.	Measure intake and output	1	2	3	4	5	6	7	D A STATE STATE OF THE RESIDENCE OF
		1	2	3	4	5	6	7	
96.	Record intake and output	1	2	3	4	5	6	7	AND STATE OF THE STATE OF
97.	Report unusual incidents	1	2	3	4	5	6	7	
98.	Write reports of incidents	1	2	3	4	5	6	7	
99.	Record condition of skin	1	2	3	4	5	6	1-7	d account that have been
100.	Record appearance of body discharges	1	2	3	4	5	6	7	and and commented and strong surface
101.	Assist physician with rounds	1	2	3	4	5	6	7	
102.	Take verbal order from doctor for medication or treatment								
103.	Carry out doctor's verbal orders for medication or treatment	1	2	3		5	6	7	
104.	Record doctor's orders	1	2	3	4	5	6	7	
105.	Drape patient for examination	1	2	3	4	5	6	7	
					c				
ERIC Apultant Provided by ERIC									

		ı	1	ſ	Ħ	ı	1	1	1
06.	Change dressings	1	2	3	4	5	6	7	
07.	Apply external medicine	1	2	3	4	5	6	7	
08.	Perform rectal examination of patient in labor	1	2	3	4	5	6	7	
09.	Scrub for surgery	1	2	3	4	5	6	7	
10.	Scrub for obstetrics	1	2	3	4	5	6	7	
11.	Circulate in operating room	1	2	3	4	5	6	7	
12.	Assist physician in gowning	1	2	3	4	5	6	7	
13.	Do pre-operative shaving	1	2	3	4	5	6	7	
14.	Assist with pre-operative care	1	2	3	4	5	6	7	
15.	Hold and hand instruments	1	2	3	4	5	6	7	
16.	Assemble instrument packs	1	2	3	4	5	6	7	
17.	Observe isolation techniques	1	2	3	4	5	6	7	
18.	Check drainage tubes	1	2	3	4	5	6	7	
L9.	Check patients for bleeding	1	2	3	4	5	6	77	
20.	Assist patient in postural drainage	1	2	3	4.	5	6	7	
21.	Give enema	1	2	3	4	5	6	?	Commence description
22.	Empty catheter collection bag	1	2	3	4	5	6	7	A Paramet M E3
23.	Insert rectal suppositories	1	2	3	4	5	6	7	
:4.	Insert vaginal suppositories	1	2	3	4	5	6	7	
.5.	Administer vaginal douche	1	2	3	4	5	6	7	
6.	Give urinary bladder instillations	1	2	3	4	5	6	7	
7.	Give urinary bladder irrigations	1	2	3	4	5	6	7	
8.	Catheterize patient	1	2	3	4	5	6	7	
9.	Insert indwelling catheter	1	2	3	4	5	6	7	
0.	Care for colostomy	1	2	3	4	5	6	7	
1.	Care for tracheotomy	1	2	3	4	5	6	7	
2.	Give sitz bath	1	2	3	4	5	6	7	
ER Full text provi	IC.								

		ļį į	i e	4 4	. 1			1	ć
33.	Remove nasal pack		2	3	4	5	6	7	
34.	Remove fecal impaction	1	2	3	4	5	6	7	
35.	Give perineal care	1	2	3	4	5	6	7	
36.	Give post-partum care	1	2	3	4	5	6	7	
 37.	Give breast care to new mother	1	2	3	4	5	6	7	
38.	Apply binders	1	2	3	4	5	6	7	
39.	Assist patient with exercises	1	2	3	4	5	6	7	
40.	Assist patients in walking		2	3	4	5	6	7	
41.	Dangle patients	1	2	3	4	5	6	7	
42.	Prepare hot and cold compresses	1	2	3	4	5	6	7	
43.	Apply hot and cold compresses		2	3	4	5	6	7	
44.	Apply Ace bandage		2	3	4	5	6	7	Í
45.	Apply poultices and plasters	1	2	3	4	5	6	7	
46.	Order prescription from pharmacy	1	2	3	4	5	6	7	
47.	Compute fractional doses of medicine	1	2	3	4	5	6	7	<u> </u>
48.	Pour oral medication	1	2	3	4	5	6	7	Comment over went to secure
49.	Give oral medication	1	2	3		5	6	7	
50.	Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	
51.	Care for incontinent patient	1	2	3		5	6	7	
52.	Administer post-mortem care	1	2	3	4.	5	6	7	
<u>53.</u>	Administer narcotics	Ī.	2	3		5	6	7	
54.	Give immunizations	1	2	3		5	6	7	a, ^e mpresimp provinciamo (CC)) pen i Al SC
55。	Give subcutaneous injections	1	2	3	4	5	6	'7	
56.	Give intramuscular injections	1	2	3	4	5	6	7	and the control of the last full control of th
57.	Dress and undress patient	1	2	3	4	5	6	7	en e
58.	Furnish bedpan/urinal service	1	2	3	4	5	6	7	and the second of the second o
<u>5</u> 9.	Give oral hygiene		2	3	4	5	6	7	and comment of sometroes.
ERI	C								

		!	· •	4	Ŷ			ā	
, 60,	Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	Û
61	Give back rub	1	2	3	4	5	6	7	
62,	Shampoo patient's hair	1	2	3	4	5	6	7	
63,	Care for patient's hair and nails	1	2	3	4	5	6	7	
64.	Bathe patient			l.		5	6	7	
65,	Bathe patient in an oxygen tent	1	2	3	4				
66,	Operate autoclave	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
67.	Prepare tray for prep team	1	2	3	4	5	6	7	
68.	Set up croupette	1	2	3	4	5	6	7	
69.	Service croupette	1	2	3	4	5	6	7	
70.	Adjust bed rails		2	3	4	5	6	7	
71	Apply rubber or cotton rings				<u> </u>				#
72	Set up oxygen equipment	1	2	3	4	5	6	7	11
73.	Regulate oxygen equipment	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	The state of the s
74	Administer oxygen	1	2	3	4	5	6	į 7	
75	Administer an electro-cardiograph		2	3	4	5		is and the second secon	
.76,	Assist with electro-cardiograph		2	3	4	5	6	77	Maria and a suppression of the
77.	Take X-Ray pictures		2	3	4	5	6	7	CONTROL OF PER SECURIOR 1
78	Assist in taking X-Ray pictures								Campa of an Arma market representation of the Campa of th
.79	Set up aspirator		2	3	4	5	6	7	
80	Aspirate patient	1	2	3	4	5	6	7	X X
MANAGEM N		1	2	3	4	5	6	17	
181	Suction patient	1	2	3	4	5	6	7	1
182	Regulate flow of blood transfusions		2	3	4	5	6	7	
183	Discontinue I V. solutions		2	3	 4	5	1 6	7)
184	Add additional solution to continue I. V.							7	
185	Start an I V solution		2	3	4	5	6		
186	Check flow of L V	1	2	3	4	5	6	7	
ERIO				1)i		1		
									1

NURSE AIDE/ORDERLY

INSTRUCTIONS:

In columns 1, 2, 3, 4, and 5, please judge the importance of each task by placing a check (\checkmark) in the appropriate column. (For the purpose of this study, IMPORTANT is defined as critical or crucial.)

In column 6 place a C if you feel the task should be taught during the FORMAL TRAINING COURSE which includes both classroom and clinical instruction. Place an O in column 6 if you feel this task should be learned ON-THE-JOB.

Place a dash (—) in column 7 for any task that is Not a Function of a nurse aide/orderly.

Example A is not a function and, therefore, is not rated for importance and only a (—) is placed in column 7. Example B is rated extremely important because of the danger of scalding the patient, and should be taught during the Training Course. Example C is rated not important and is a task that is normally learned on the job.	Extremely important	Very important	Moderately important	Slightly important	Net import	O -On-The-Job	[∞] %	
A. Teach prenatal classes	1	2	3	4	5	6	7	
B. Control temperature of water for sitz bath	1	2	3	4	5	C ⁶	7-	
C. Operate dumbwaiter	1	2	3	4	5	ဝိ	7	
	I					•) de valen	-
	1	2	3	4	5	6	7	
Set up bone fracture equipment			<u> </u>					
Assist in putting on braces		2	3	4	5	6	7)4) (1) (2) (3)
Adjust traction apparatus	1	2	3	4	5	6	7	
	1	2	3	4	5	6	7	
Apply artificial limbs	1	2	3	4	5	6	7	
		1	[H	1	1		
Remove artificial limbs	 	2	2	4.	l g	l.	7	ľ
© ply arm slings	1	2	3	4	5 5	6	7	

Į	lı	1		Ä	ı	1	į l
187. Set up bone fracture equipment	1	2	3	4	5	6	7
188. Assist in putting on braces	1	2	3	4	5	6	?
189. Adjust traction apparatus	1	2	3	4	5	6	7
190. Apply artificial limbs	1	2,	3	4	5	6	7
191. Remove artificial limbs	1	2	3	4	5	6	7
192. Apply arm slings	1	2	3	4	5	6	7
193. Apply restraints	1	2	3	4	5	6	7
194. Apply tourniquet	1	2	3	4	5	6	
195. Position patient	1	2	3	4	5	6	7
196. Lift patient to bed, chair, or table	1	2	3	4	5	6	7
197. Assist in restraining patient	1	2	3	4	5	6	7
198. Transport patient in wheelchair or carriage	1	2	3	4	5	6	

PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

TO:

Nurse's Aides in Pittsburgh Area Hospitals

FROM:

Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical

Education

DATE:

January 9, 1967

SUBJECT:

JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Edu ation is presently engaged in research which has as its goal the development of new and improved training methods for nurse's aides. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of nurse's aides.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

> Board of Public Education Health Research Team O. V. T. Center 635 Ridge Avenue Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



NURSE AIDE/ORDERLY

This form is designed to gain information about nurse's aides as a part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of nurse's aides. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

NAME	TELEPHONE	
ADDRESS		
EMPLOYED AT	JOB	
DEPARTMENT	SUPERVISOR	R
SCHOO HOSPIT	RAIN FOR YOUR JOB? L TAL pe of training:	
1. 2. 3.	On-The-Job Training In-Service Training + On-The-Job Trai Classroom + On-The-Job Training Classroom + Supervised Clinical Train	and the same
DATE TRAINING WA	AS COMPLETED	
Experience as Nurs		Months



	•	9 .	1	\ !		. 1	ļ	ı I	i
1.	Perform unit admitting procedures	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	(236WA #3
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7	
<u>3,</u>	Perform unit discharge procedures	1	2	3	4	5	6	7	
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7	
5.	Attend unit report	1	2	3	4	5	6	7	,,,,,,,
6.	Take notes on unit report	1	$-\frac{1}{2}$	3	4	5	6	7	
7.	Complete newborn nursery admission pro- cedure, such as: footprints, weight, bath				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7	
9.	Show babies	1	2	3	4	5	6	7	
10.	Set up for bedside religious rites	1	2	3	4.	5	6	1	
11.	Deliver messages	1	2	3	4	5	6	4	
		1.	2	3	4	5	6	-	
12.	Read to patient	1	2	3	4	5	6	7	
13.	Refer patient to social service agency	1	2	3	4	5	6	7	
14.	Make charge slips	1	2	3	4	5	6		. COMONI.
15.	Make credit slips	1	2	3	4	5	6	7	
16.	Sort credit slips	1	2	3	4	5	6	7	
17.	Sort charge slips	1	2	3	4	5	6	7	-
18.	Answer patient call		2	3	4	5	6	7	
19.	Instruct patient in simple hygiene procedure								
20.	Assist in teaching patient simple hygiene	1	2	3	4.	5	6	7	
21.	Teach patient to inject his own insulin		2	3	4	5	6	7	
22.	Deliver mail	1	2	3	4	5	6	7	1
23.	Deliver flowers	1	2	3	4	5	6	7	1
		1	2	3	4	5	6	7	
24.	Make routine security check	1	2	3	4	5	6	7	
25.	Process patient's valuables	1	2	3	4	5	6	7	
ERIC	Explain patient condition to family								

	•	!l :		!	1	l i	l	1 1	
27.	Obtain patient signatures	1	2	3	4	5	6	7	
28.	Run personal errands for patients	1	2	3	4	5	6	7	
29.	Prepare requisitions for unit supplies	1	2	3	4	5	6	7	
30.	Fill out X-Ray requisitions	1	2	3	4	5	6	'7	
31.	Fill out lab requisitions	1	2	3	4	5	6	7	and the second
32。	Assist in enforcing visiting hours	1	2	3	4	5	6	7	
9	Count unit supplies	1	2	3	4	5	6	7	
34.	Record count	1	2	3	4	5	6	7	
35.	Make narcotic count	1	2	3	4	5	6	7	
36.	Assist in narcotic count	1	2.	3	4	5	6	7	Mariana T. T. Agrigaria
37。	Maintain unit supply level	1	2	ß	4	5	6	r.o.g Ú	
38.	Deliver supplies	1	2	3	4	5	6	7	chiam kini dia penggapapan
39.	Dust floor in patient's room	1	2	3	4	5	6	6	
40.	Clean discharged patient's unit	1	2	3	4	5	6		and the second second
41.	Make unoccupied bed	1	2	3	4	5	6	CP4	位有抗热的 机金 盖沙特
42.	Make occupied bed	1	2	3	4	5	6	COT I	notaenomonical designica designica
43.	Make post-operative bed	1	2.	3	4	5	6	7	
44.	Disinfect bathrooms	1	2	3	4	5	6	7	C MALE. E CONTROL
45。	Wash glasses and pitchers	1	2	3	4	5	6	7	
46.	Clean utility area	, 1	2	3	4.	5	6	7	
47.	Clean oxygen equipment	1	2	3	4	5	6	7	
48.	Clean aspiration equipment	1	2	3	4	5	6	7	
49.	Sterilize instruments	1	2	3	4	5	6	7	
50.	Separate laundry	1	2	3	4	5	6	7	
51.	Fold laundry	å	2	3	4	5	б	7	
52.	Stock laundry	1	2	3	4	5	6	7	
53.	Collect and return items to laundry	1.	2	3	4	5	6	7	
ERIC " Full Text Provided by ERIC									ì

		11	•	•					
54.	Check food trays against patient diet list	1	2	3	4	5	6	7	
55.	Help patients plan for special diets	1	2	3	4	5	6	7	
56.	Collect and return items to central supply	1	2	3	4	5	6	?	(1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
57.	Make diet substitutions	1	2	3	4	5	6	7	
58.	Change diet from liquid to soft		2	3	4	5	6	7	
59.	Prepare meals		2	3	4.	5	6	7	
60.	Prepare snacks		2	3	4	5	(,	ľ	
61.	Make infant formula		2	3	4	5	6		a mattermina.
62.	Put food on trays	1	2	3	4	5	6	7	
63.	Position patient for meals		2	3	4	5	6	7	Jamahasahilat (M.), Moore
64.	Fill infant bottles	1	2	3	4	5	6	7	for motion 2, top 4, 5
65.	Assist patients in eating	1	2	3	4	5			termanicus; a me
66.	Serve regular meals	1	2	3	4	5	6		可能加速点 2 和我的心理
67.	Serve snacks	1.	2	3	4	5	6	7	i di Skulle Andrea, fund
68.	Feed babies	1	2	3	4	5	6	•7	T TOO STO. AND AN ADVANCE.
69.	Provide water service		2	3	4	5	6	7	
70.	Ask patient about condition	1	2	3	4	5	()	7	Carrena de la
71.	Report observations	1	2	3	4	5	6		
72.	Record observations	1	2	3	4	5	6	7) V	
73.	Report treatments to R. N.	1	2	3	4	5	6		
74.	Record treatments	1	2	3	4	5	6	(*) 	
75.	Record medications	i i	2	3	4	5	6	7	Section of the sectio
76.	Put information on patient's chart	J	2	3	4	5	6	7	
77.	Take the fetal heart tone	1	2	3	4	5	6	7	
78.	Take temperature	1	2	3		5	()	7	
79.	Take pulse	1	2	3	4	5	6	7	
80.	Take respiration	1	2	3	4	5	Ů	£1	
ERIC Provided by ERIC							:		ı

7:

		1	2	3	4	5	6	7	
81	Record TPR						6	7	
82.	Take blood pressure	1	2	3	4	5			
		1	2	3	4	5	6	7	
83.	Record blood pressure	1	2	3	4	5	6	7	
84.	Weigh patient	1	2	3	4	5	6	7	
85.	Obtain an apical pulse	1	2	3	4	5	6	7	pe a management and the second
86.	Take vital signs following anesthesia	1	2	3	4	5	6	7	
87.	Collect sputum specimen	1	2	3	4	5	6	7	
88.	Collect urine specimen	1	2	3	4	5	6	7	
89.	Collect stool specimen	L				5	6	7	
90.	Deliver specimen	Į.	2	3	4				
	Perform clinitest	1	2	3	4	5	6	7	
91.		1	2	3	4	5	6	7	
92.	Record results of clinitest	1	2	3	4	5	6	7	
93.	Strain urine for stones	1	2	3	4	5	6	7	
94.	Insert tube for gastric specimen	1	2	3	4	5	6	7	
95.	Measure intake and output	$\frac{\parallel}{1}$	2	3	4	5	6	7	
96.	Record intake and output	1	2	3	4	5	6	7	
97.	Report unusual incidents			3		5	6	7	
98.	Write reports of incidents	1				and the second second		7	
99.	Record condition of skin		2	3		5	6		
	Record appearance of body discharges]	2	3	4	5	6	7 	
100.]	2	3	4	5	6	7	
101.	Assist physician with rounds		. 2	3	4	5	6	7	
102.	Take verbal order from doctor for medication or treatment								
103.	Carry out doctor's verbal orders for		1 2	3	4	5	6	7	
103.	medication or treatment		1 2	3	4	5	6	7	*****
104.	Record doctor's orders		i Ž				6	7	
105.	Drape patient for examination								
ERIC "		Management of the Control of the Con							1
									1

	A	1	! !	it	. 1	!	ı	ı
Change dressings	1	2	3	4	5	6	7	
Apply external medicine	1	2	3	4	5	6	7	
Perform rectal examination of patient in labor	1	2	3	4	5	6	7	
Scrub for surgery	1	2	3	4	5	6	7	
Scrub for obstetrics	1	2	3	4	5	6	7	
Circulate in operating room	1	2	3	4	5	6	7	
Assist physician in gowning	1	2	3	4	5	6	7	
Do pre-operative shaving	1	2	3	4	5	6	7	
Assist with pre-sperative care	1	2	3	4	5	6	7	
Hold and hand instruments	1	2	3	4	5	6	7	
Assemble instrument packs	1	2	3	4	5	6	7	
Observe isolation techniques	1	2	3	4	5	6	7	
Check drainage tubes	1	2	3	4	5	6	7	
Check patients for bleeding	1	2	3	4	5	6	7	
Assist patient in postural drainage	1	2	3	4	5	6	7	
Give enema		2	3	4	5	6	7	—
Empty catheter collection bag	1	2	3	4	5	6	7	
Insert rectal suppositories	1	2	3	4	5	6	7	
Insert vaginal suppositories	1	2	3	4	5	6	7	
Administer vaginal douche		2	3	4	5	6	7	
Give urinary bladder instillations	1	2	3	4	5	6	7	
Give urinary bladder irrigations	1	2	3	4	5	6	7	
Catheterize patient	1	2	3	4	5	6	7	
	1	2	3	4	5	6	7	
Insert indwelling catheter	1	2	3	4	5	6	7	
Care for track octomy	1	2	3	4	5	6	7	
Care for tracheotomy Give sitz bath	1	2	3	4	5	6	7	-
ERIC PAULIN STUZ DAUM							-	-

135. Give perineal care		. 2	3	4	5	6	7	
135. Give perineal care		. 2			5			ĭ
	1		3		1 4	6	7	
136. Give post-partum care	1	2		4	5	6	7	
			3	4	5	6	7	
137. Give breast care to new mother	1		3		5	6	7	
138. Apply binders			3		5	6	7	
139. Assist patient with exercises	1		3	4	5	6	7	
140. Assist patients in walking	1		3	4	5	6	7	
l41. Dangle patients		2	3		5	6	7	
42. Prepare hot and cold compresses	1	2	3		5	6	7	
.43. Apply hot and cold compresses	1	2	3		5	6	7	
.44. Apply Ace bandage	1		3 (5	6	7	
45. Apply poultices and plasters	1	2	3		5	6	7	
46. Order prescription from pharmacy	1	2	3		5	6	7	
47. Compute fractional doses of medicine		2	3	4	5	6	7	
48. Pour oral medication	1	2	3	4	5	6	7	
49. Give oral medication	1	2	3	4	5	6	7	}
50. Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	1
51. Care for incontinent patient	1	2	3	4	5	6	7	
52. Administer post-mortem care	1	2	3	4	5	6	7	
53. Administer narcotics	1	2	3	4	5	6	7	THE PROPERTY OF THE PROPERTY O
54. Give immunizations	1	2	3	4	5	6	7	Accel manchine and property to
55. Give subcutaneous injections	1	2	3	4	5	6	7	Mar Picros second annoquez day i s.s. or
66. Give intramuscular injections	1	2	3	4	5	6	7	of the latest of
7. Dress and undress patient	1	2	3	4	5	6	7	W PROCESS SERVICE SECTION AND AND AND AND AND AND AND AND AND AN
8. Furnish bedpan/urinal service	1	2	3	4	5	6	7	тення започні места д ді вістані.
9. Give oral hygiene	1	2	3	4	5	6	7	
ERIC								Modification of Management, 1922

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160,	Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
161.	Give back rub	1	2	3	4	5	6	7	
162,	Shampoo patient's hair	1	2	3	4	5	6	7	
163	Care for patient's hair and nails	1	2	3	4	5	6	7	
164.	Bathe patient	1	2	3	4	5	6	7	
165.	Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
166.	Operate autoclave	1	2	3	4	5	6	7	
167	Prepare tray for prep team	1	2	3	4	5	6	7	
168,	Set up croupette	1	2	3	4	5	6	7	
169.	Service croupette	1	2,	3	4	5	6	7	
170.	Adjust bed rails		2	3		5	6	7	
171	Apply rubber or cotton rings		2	<u> </u>	4	5	6	7	A. P. H.
172	Set up oxygen equipment	1	2	3	4	5	6	7	
173.	Regulate oxygen equipment		2	3	Î <u></u>	5	6	7	
174	Administer oxygen	1	2	3	4.	5	6	7	
175	Administer an electro-cardiograph	1	2	3	4	5	6	17	
176,	Assist with electro-cardiograph		2	3	4.	5 	6	7	
177	Take X-Ray pictures		2	3	4	5	6	7	
178	Assist in taking X-Ray pictures		2	3	4	5	6	7	***************************************
179.	Set up aspirator	1	2	3	4	5	6	7	
180	Aspirate patient		2	3	4	5	6	7	
181.	Suction patient	1	2	3	4	5	6	7	
182	Regulate flow of blood transfusions	1	2	3	4	5	6	7	
183	Discontinue I V. solutions	1 	2	3	4	5	6	7	
184	Add additional solution to continue I. V.		2	3	4	5	6	7	
185	Start an I V solution	1	2	3	4	5	6	7	
186	Check flow of L. V.		2	3	4	5	6	7	
ERIC Fruil float Provided by ERIC					S. S			ļ	1

NURSE AIDE/ORDERLY

INSTRUCTIONS:	FREC	QUE	CY		LEA	RNED		
Frequency - Check column that shows how often you do each task.	100 Jan 100 Ja							n N
Frequently - A task you do several times each week.						on the	task	and the law property and the l
Occasionally - A task you do once a week or less.	A CONTRACT OF THE CONTRACT OF			e/Orde		practice	His	10.00 Miles 10
Learned - Check the column that shows where you learned this task or if you have not been taught this task.	£1y	nally		Virgolo Aid 7 Course	108-41 86.14	bserving or pr	been taught	
TASKS	Frequently	Occasionally	Neger	Dering N Treining	By a there is	By chser job	Have not	· · · · · · · · · · · · · · · · · · ·
EXAMPLES:	1	2	3	4	Section Section	6	7	a coming wat an incomposition in the common of the common
A. Set up oxygen equipment (Answers show this task is done once a week or less, and was learned by practice on the job.)			4 5 9		1 T			
B. Start an I.V. solution (Answers show this task is never done, and was not taught.)	1	2	3	4	3	6	V	A managa Andrewschweine
C. Record intake and output (Answers show this task was learned either in class or clinical phase of training course and is done several times each week.)	1	2	3	4	Fig.	6	7	
	f			main Change and I	Passer of S. Cas photo	.cm red and Company of the defendance of the company of the co	THE PROPERTY OF THE PROPERTY O	
37. Set up bone fracture equipment	1	2	3	4	5	6	7	
88. Assist in putting on braces	1	2	3	4	5	Ć	7	K .
39. Adjust traction apparatus	1	2	3.	4	5	6	7	
90. Apply artificial limbs	1	2	3	4	5	6	7	
1. Remove artificial limbs	1	2	3	4	5	6	7	
92. Apply arm slings	1	2	3	4	5	6	7	
ERICApply restraints		2	3	4	5	6	7	

_		11	ı	1	1×	I	ı	â	ž.
187.	Set up bone fracture equipment	1	2	3	4	5	6	7	
188.	Assist in putting on braces	1	2	3	4	5	6	7	
189.	Adjust traction apparatus	1	2	3.	4	5	6	7	
190.	Apply artificial limbs	1	2	3	4	5	6	7	
191.	Remove artificial limbs	1	2	3	4	5	6	7	
192.	Apply arm slings	1	2	3	4	5	6	7	
193.	Apply restraints	1	2	3	4	5	6	7	
194.	Apply tourniquet	1	2	3	4	5	6	7	
195.	Position patient	1	2	3	4	5	6	7	
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	7	
197.	Assist in restraining patient	1	2	3	4	5	6	7	*** **********************************
198.	Transport patient in wheelchair or carriage	1	2	3	4	5	6	7	
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PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

TO:

Surgical Technicians in Pittsburgh Area Hospitals

FROM:

Louis J. Kishkunas, Assistant Superintendent

for Occupational, Vocational, and Technical

Education

DATE:

January 9, 1967

SUBJECT:

JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for surgical technicians. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of surgical technicians.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education Health Research Team O. V. T. Center 635 Ridge Avenue Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



This form is designed to gain information about Surgical Technicians as part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of Surgical Technicians. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

NAME	TELEPHONE
ADDRESS	
EMPLOYED AT	
DEPARTMENT	SUPERVISOR
Where did you train for y	your job? SCHOOL
2 3	On-the-Job Training In-Service Training + On-the-Job Classroom + On-the-Job Classroom + Supervised Clinical
DATE TRAINING WAS C	OMPLETED
EXPERIENCE AS SURGI	CAL TECHNICIAN Years Mos.



		to I				r	1	a N	
Pre-O	perative Functions	1	2	3	4	5	6	7	
1.	Scrub hands	1	2	3	4	5	6	7	:400 mayor # 2 0
2.	Glove and Gown								
3。	Assist with gloving and gowning	1	2	3	4	5	6	7	
4.	Obtain equipment	1	2	3	4	5	6	Î	<u> </u>
5.	Connect electrical-surgical units, drills, suction	1	2	3	4	5	6	7	
6.	Adjust electrical-surgical units, lights	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	H H
7.	Assemble drills		2	3	4	5	6		
8.	Inspect equipment	1	2	3	4	5	б	7	
9	Test Equipment		2	3	4	5	6	7	,
10 ₀	Lubricate equipment		2	3	4	5	6	ii	# # #
11.	Request equipment	1	2	3	4	5	6	7	
12.	Obtain sterilized linen packs		2	3	4		6	7	
13.	Drape tables, stands	1.							
14.	Arrange linens on linen table	1	2	3	4	5	6	4	
15.	Obtain sterilized instrument packs	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
16.	Arrange instruments	1	2	3	4	5	6	(=)	
17.	Check instruments		2	3	4	5	6	7	-
18.	Count instruments	$\begin{vmatrix} 1 & 1 \end{vmatrix}$	2	3	4	5	6	7	
19.	Request additional instruments		2	3	4	5	6	7	
20.	Obtain sterile sponge packs		2	3	4	5	6	7	
21.	Count sponges		2	3	4			7	-
22.	Arrange sponges	1							
23.	Prepare sponges		2	3	4			37	
24.	Obtain sterilized suture packs	l l	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
25.	Count sutures		2	3	$\frac{1}{4}$	 5	6	7	NE MERCE
26.	Prepare sutures	#	 		#	+		MATERIAL SERVICES	
ERIC ** *Full tast Provided by ERIC		11	I	ŧ	11	1	1	ı	'

			1-		l	- 1		l,	
27.	Arrange sutures	1	2	3	4	5	6	7	
28.	Obtain sterilized basin packs	1	2	3	4	5	6	7	
29.	Position basins	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
30.	Obtain prep solutions, water	1	2	3	4	5	6	7	
31.	Pour water, prep solutions	1	2	3	4	5	6	7	F
32.	Request special solutions	11	2	3	4	5	6	7	} } #
33.	Prepare solutions		2	13	4	5	6	7	
34.	Soak optic devices in disinfectant for cperative procedure								
35.	Ask questions for clarification	1 1	2	3	4	5	6	7	
36.	Orient assistant/orderly personnel	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
<u>37.</u>	Receive instructions	1	2	3	4	5	6	7	1
38.	Relay messages		12	3	4	5	6	7	1
39.	Place X-rays on view box	1	2	3	4	<u> </u>	6	7	
40.	Shave operative area of patient		12	3	4	5	· 6	7	ii H
41.	Talk reassuringly to patient		2	3	4	5	6		
42.	Assist with positioning patient	1			nd My	Section (Mark) 	
43.	Restrain patient	1	2	3	4	j		7	
44.	Tell patient of procedural intent	1	2	3	4	5	6	7	
		1	2	3	4	5	6	7	
45.	Assist with sterile prep	1	2	3	4	5	6	7	
46.	Assist with draping patient	1	2	3	4	5	6	7	
47.	Obtain O-R forms	1	2	3	4	5	6	7	
48.	Stamp patient's name on O-R forms	1	$\frac{1}{2}$	3	4	5	6		-
49.	Write operative information on O-R forms		$\frac{1}{2}$	3	4	5	6	7	
50.	Fill hypodermic syringe	1		5		9			
OTHE	R PRE-OPERATIVE FUNCTIONS								
gyd glynnadyd. A Cyfringi gan gwllan gwyr arwyl ffâ									
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									Į.

Opera	tive Functions						,	, , , , , , , , , , , , , , , , , , ,	
51.	Hand instruments	1	2	3	4	5	6	7	
52.	Hold retractors	1	2	3	4	5	6	7	340 M
53.	Prepare sutures	1	2	3	4	5	6	7	
54.	Cut sutures as directed by surgeon	1	2	3	4	5	6	7	
55.	Hold organs or tissue as directed	1	2	3	4	5	6	7	-
56.	Apply hand pressure as directed	1	2	3	4	5	6	7	
57.	Anticipate surgeon's need	1	2	3	4	5	6	7	
58.	Adjust electrical-surgical equipment	1	2	3	4	5	6	7	
59.	Focus lights	1	2	3	4	5	6	7	4
60.	Request additional supplies	1	2	3	4	5	6	7	
61.	Provide emergency equipment	1	2	3	4	5	6	7	1
62.	Aspirate incision	1	2	3	4	5	Ú)	, 7	
63.	Check drainage of urinary catheter	1	2	3	4	5	6		
64.	Sponge incision	1	2	3	4	5	6	al d	.26. ; ;
65.	Receive organs/tissue specimens	1	2	3	4	5	A CONTRACTOR	7] III.
66.	Identify specimens		2	4 3 1	4. 1	5	eran nazaran kundar (* 1	i 3.min me kke ing ii	
67.	Label specimens	1	2	3	4	5	6	F7	* * * * * * * * * * * * * * * * * * *
68.	Receive additional linens	1	2	3	4	5	Ö	7	∦ <u></u> ¥ ∤
69.	Change soiled linens	1	2	3	4	5	6	7	:
70.	Chart operative information on O-R form	1	2	3	4	5	6	K 7	Homes sil sil
71.	Rinse instruments	1	2	3	4	5	6	7	1
72.	Sort and separate instruments not to be used	1	2	3	4	5	6	7	
(%	again	1 1	2	3	4	5	6	7	リ
73.	Wipe instruments	1	2	3	4	5	6	7	H N E :N
74.	Moisten sponges	1 1	$\frac{1}{2}$	3	4	5	6	7	#
75.	Rearrange instruments		2	3	4	5 5	6	7	
76.	Hold I.V. bottles for anesthetist			9		J	-	M STATE STATE OF THE STATE OF T	
ERIC *Full Teat Provided by ERIC			1	1					

	14	ı ı		\	ļ ir	i		ų į	ļ
5.5		1	2	3	4	5	6	7	
77.	Obtain needed supplies for anesthetist	1	2	3	4	5	6	7	1
78.	Help anesthetist hold patient in position	1	2	3	4	5	6	7	
79.	Hand tape to anesthetist	1	2	3	4	<u>_</u> 5	6	7	
<u>80</u>	Obtain blool for anesthetist	1	2	3	4	5	6	7	
81.	Cut sterile surgical adhesive strips	1	2	3	4	5	6	7	1
82.	Prepare packing	1	2	3	4	5	6	7	
83.	Assist with sponge count			3	4	5		7	
84.	Unfold soiled, counted sponges]	2.						1
85.	Thread needle	1	2	3	4	5 "	6	7	1 1 1
86.	Prepare dressing	1	2	3	4	5	6	7	4
87.	Assist with applying dressing	1	2	3	4.	5	6	7	1
		1	2	3	4	5	6	7	X
88.	Cut adhesive strips	1	2	3	4	5	é	7	
89.	Assist with taping dressing	1	2	3	4	5	6	" "	: ####################################
90.	Assist surgeon in removing gloves & gown	1	2	3	4	5	6	11 11 12 13 14	1
91. OTHE	Request recovery bed R OPERATIVE FUNCTIONS	***************************************				Correct XX	: ↓ 220-08 _28_28_28_28_28 - -	o personal h	
		H		X		kjarjanismas suk			
······································	THE RESIDENCE OF THE PROPERTY								e amazana N
The second s						MALE SECRESHIC WORK.	With the second section of the second section of the second section section section section section section sec		H H E kser ar
Post-	Operative Functions	4	2	3	4.	5	6	7);
92.	Remove drape from patient							1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
93.	Remove knee restrainers from patient	1	2	3	4	******		i /	
94.	Assist in moving patient to recovery bed	1	2	3	4	-		A SAME ASSA	i ii
95.	Transfer patient from operating room to	1	2	3	4	5	6	7	
and it should be a second of the second of t	recovery room	1	2	3	4.	5	6	7	
96.	Check position of drainage tube, urinary catheter					***		蓝 使 土海 苯基二对	N N
97.	Connect new drainage tube & collection bag to urinary catheter	1	2	3	4	5	C		
ERIC.			*					H H H H	X

		1	2	3	4	5	6	7	
98.	Clean instruments	1	2	3	4	5	6	7	er(.)er(.)
99.	Prepare germicide solution	1	2	3	4	5	6	7	agger aggeringerin Manager and aggreen
100.	Soak contaminated instruments		2		4	5	6	7	
101.	Prepare instrument packs	1	3					7	
102.	Sterilize instrument packs	1	2	3	4	5	6	X	at ok
103.	Dispose of used and soiled linens	1	2	3	4	5	6	7	november of the state of the st
		I	2	3	4	5	6	7	
104.	Replenish linen packs	1	2	3	4	5	6	7	æ≝
105.	Disassemble drills, suction apparatus	1	2	3	4	5	6	7	39 0.1.1
106.	Disconnect electrical-surgical unit		2	3	4	5	6	# # # # # # # # # # # # # # # # # # #	MAN-SAN, Augustus and Manages, and Married
107.	Wipe equipment	1	2		4	5	6	1	The Section of
108.	Remove equipment from O-R	4				 	28.25.22.22	‼ " . == ==	= 1.
109.	Wipe off stands and tables		2	3	}	11	6		; conc. a. a
		I	2	2	4;	5	6	7	i 1
110.	Clean O-R	1	2,	3	4	5	6	THE STATE OF THE S	# #
111.	Empty/clean containers(basin, bucket, aspirator jar)		og hereternende	ACRES TRANS	exactorate again	H H Can H	Carrier Alexandra)(CENTRE EL
112.	Mop floors	î î	2	3	4	5	6		
THE WAY TO SERVE SHARE THE WAY TO SERVE SHARE THE SERVE SHARE	上 为 100 · 1	1	2		4	5	6	H "	
113.	Use housekeeping cleaning machines	1	2	3	4	5.	6	======================================	1
114.	Check sponge count	1	2	3	4	5	()	7	
115.	Complete O-R forms	1	2	3	4,	5	6		l lasters
116.	Sign O-R forms	1	2	3	4	5	(3)		
117.	Prepare charge slips				December 1	The state of the s		6 300 E 78 E	₩ ₩
118.	Prepare specimen reports		2	3	*	EMETERS.		il edjemoto <u>o</u> om)
	Hand carry forms to pick-up stations	1	2	9	4	5	6	77	N N
119.		1	2	3		5	6	11	H H
120.	Position awake patients in lithotomy in cysto room								11 2 3 2 2 3
121.	Clean special instruments in cysto room	1	2	3	4	5	6)
THE RESIDENCE OF THE PARTY OF T	Obtain plaster in cast room	1	2	3	$\left[-4 \right]$	5	6	7	К н
122.		1	2	3	4	5	6		≥× z
123.	Prepare plaster			-					
ERIC.		Ĭ;						ľ,	К

SURGICAL TECHNICIAN

NSTRUCTIONS:	Free	quenc	У	3				
Frequency - Check column that shows how often you do each task. Frequently - A task you do several times each week. Occasionally - A task you do once a week or less. Learned - Check the column that shows where you learned this task or if you have not been taught this task. TASKS	Frequently	Occasionally	Never	During Surical Technician Training Course	y attendir	By observing or practice on the job	Have nct been taught this task	
EXAMPLES:	1	2	3	4	5	6	7	
A. Pass instruments (Answers show this task is done several times each week and was learned during a training course.)	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \					Š	•	
B. Operate bone drill (Answers show this task is never done, and was not taught.)	1	2	3	4	5	6	7	
						1	a	
24. Assist in applying plaster	1	2	3	4	5	6	7	
25. Assist in applying cast	1	2	3	4	5	6	7	
26. Hold patient's extremities in cast room	1	2	3	4	5	6	7	
27. Lift patients	1	2	3	2	5	6	7	
28. Assist in removing cast	1	2	3	2	1 5	6	7	
29. Verify correct patient		2	3	4	¥ 5	6	7	
30. Report defective equipment to superiors	1	2	3		1 5	6	7	
31. Report defective supplies to superiors	1	2	3	4	1 5	6	7	
32. Report shortages	1	2	3		4 5	6	7	
33. Report unusual happenings	1	2	3		4 5	6	7	
3_ Assist with inventory		2	3		1 5	6	7	
35. Assist in checking incoming supplies	1	2	3		4 5	6	7	

{	1	2	3	4	5	1 6	7
124. Assist in applying plaster							
125. Assist in applying cast	1	2	3	4	5	6	7
126. Hold patient's extremities in cast room	1	2	3	4	5	6	7
127. Lift patients	1	2	3	4	5	6	7
128. Assist in removing cast	1	2	3	4	5	6	7
129. Verify correct patient	1	2.	3	4	5	6	7
	1	2	3	4	5	6	7
130. Report defective equipment to superiors	1	2	3	4	5	6	7
131. Report defective supplies to superiors	1	2	3	4	5	6	7
132. Report shortages	1	2	3	4	5	6	7
133. Report unusual happenings	1	2	3	4	5	6	7
134. Assist with inventory	1	2	3	4	5	6	7
135. Assist in checking incoming supplies	1						
136. Read literature on operating room procedures	1	2	3	4	5	6	
OTHER POST-OPERATIVE FUNCTIONS							
		 					
٦							*
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PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

TO:

Surgical Technician Supervisors in Pittsburgh

Area Hospitals

FROM:

Louis J. Kishkunas, Assistant Superintendent

for Occupational, Vocational and Technical

Education

DATE:

January 9, 1967

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I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O. V. T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



PITTSBURGH PUBLIC SCHOOLS DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

This form is designed to help you in giving us a report on the job

nection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational,

and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used

performance of

part of the individual's record.
The purpose of the study is to investigate the performance of Surgical Technicians. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.
Your full cooperation is appreciated.
NAME
POSITION
INSTITUTIONDEPARTMENT
YEARS EXPERIENCE
DEGREE
NITIMBED OF DEDGONG VOII SIIDER VISE



REPORT OF TYPICAL BEHAVIOR

		During the past three or four days there has probably been a time
whe	n	has said or done something
whi	ch i	mpressed you as being indicative of his/her typical behavior on the
job.	, P	lease think of the last time such an incident occurred and then com-
plet	te th	e following form.
	,	
1	737h -	at led up to the event? Please describe the circumstances which
Τ•	104	up to the event in as much detail as possible.
	rea	up to the event in as in the interest in the i
		a lather improgged you as being
2.	Exa	actly what did the employee say or do that impressed you as being
	typ	ical of his/her on-the-job behavior?
3.	a.	If this behavior was effective in accomplishing the task assigned,
		why in your opinion was this behavior effective?
	•	If this behavior was ineffective in accomplishing the task assigned
	b.	what in your opinion should he/she have done?
		What in your opinion one and



SURGICAL TECHNICIAN

Rating of						. 								
Directions: The following set of scales represent a wide variety of tasks performed by surgical technicians. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating scale of one (1) indicates inadequate performance in a given area. A rating of five (5) indicates average performance, and a rating of nine (9) indicates superior performance in this area. The scales are independent so that it is possible for a person to rate high on one scale and still rate low on another.														
Scrubbing alone on routine major surgery														
l 2 Inadequate	3		14	<u>L</u>	5 Average		6		7_1	8 9 Superior				
		Scr	ubbing al	Lone	on emerge	ncy or co	omple	x surg	gery					
l 2 [Inadequate	3		4	 	5 Average		6		7 1	8 9 Superior				
			Ci	rcul	ating wit	h assista	ance							
1 2 Inadequate	3		4	<u> </u>	5 Average		6	<u> </u>	7 1	8 9 Superior				
				form	ing house	keeping t	_							
1 2 Inadequate	3	<u></u>	<u>}</u> ‡	!	5 Average		6		<u> </u>	8 9 Superior				
				She	owing ini	tiative								
<u>l 2 </u> Inadequate	3	<u>.j</u>	4		5 Average	1	6	1	7	819 Superior				
				Assu	ming respo	onsibilit	À							
1 2 1 Inadequate	3	1	4		5 Average	_1	6		7	8 9 Superior				
		Main	taining s	atis:	factory i	nterperso	nal:	relatî	ons					
1 2 I Inadequate	3	<u> </u>	4	<u> </u>	5 Average		6		<u>7 i</u>	8(9 Superior				



Pre-	Operative Functions	1	2	3	4	5	6	
1.	Scrub hands		2	3	4	5	6	
2.	Glove and gown	1			Manage and the second			
3.	Assist with gloving and gowning	1	2	3	4	5	6	
4.	Obtain equipment	1	2	3	4	5	6	
5.	Connect electrical-surgical units, drills, suction	1	2	3	4	5	6	
6.	Adjust electrical-surgical units, lights	1	2	3	4	5	6	
7.	Assemble drills		2	3	4	5	6	
8.	Inspect equipment	1	2	3	 		6	
9.	Test equipment	1						
10.	Lubricate equipment	1	2	3	Carpertane	5	6	
11.	Request equipment	1	2	3	4	5	6) -
12.	Obtain sterilized linen packs	1	2		4	5	6	
13.	Drape tables, stands	1	2	3	4	5	6	
14.	Arrange linens on linen table	1	2	3	4	5	6	
15.	Obtain sterilized instrument packs	1	2	3	4	5	6	
approximation of the second		1	2	3	4	5	6	
16.	Arrange instruments	1	2	3	4	5	6	
17.	Check instruments		2	3	4	5	6	
18.	Count instruments	1	2	3	4	5	6	
19.	Request additional instruments	1	2	3	4	5	6	
20.	Obtain sterile sponge packs		2	3	4	5	<u> </u>	<u> </u>
21.	Count sponges	1	2	3	4	5	6	
22.	Arrange sponges	1	2	3	4	5	6	<u> </u> _
23.	Prepare sponges					5	6	-
24.	Obtain sterilized suture packs	1	2	3	4			
25.	Count sutures		2	3	4		6	
26.	Prepare sutures	1	2	3	4	5	6	
ERIC.	•	11	1	*	1	1	1	1

		a \$	9		n	d	n	n.
27.	Arrange sutures	1	2	3	4	5	6	
28.	Obtain sterilized basin packs	1	2	3	4	5	6	
29.	Position basins	1	Ž	3	4	5	6	
30.	Obtain prep solutions, water	1	2	3	4	5	6	
31.	Pour water, prep solutions	Ĩ	2	3	4	5	6	
32.	Request special solutions	1	2	3	4	5	6	
33.	Prepare solutions	Î	2	3	4	5	6	
34.	Soak optic devices in disinfectant for operative precedure	1	2,	3	4	5	6	
35.	Ask questions for clarification	1	2	3	4	5	6	
36.	Orient assistant/orderly personnel	1	2	3	4	5	6	
37.	Receive instructions	1	2.	3	4	5	6	
38.	Relay messages		۵	3	4	5	6	
39.	Place X-rays on view box	1	2	S.	Filling and an arrange	H	6	i
40.	Shave eperative area of patient	1		3	4.	5	9	T. Mariel I. Pillering, on agreement and
41.	Talk reassuringly to patient	1	2	S S	4	5	6	
42.	Assist with positioning patient	1	2.	j	d.		6	The secretary was a street
43.	Restrain patient	1	2	3	4	5	6	Phone Control
44.	Tell patient of procedural intent	1 	2	3	4	5	6	
45.	Assist with sterile prep	1	2	3	4	5	6	
46.	Assist with draping patient		2	3	4		6	
47.	Obtain O-R forms	1	2	3	4	5	6	
48.	Stamp patient's name on O-R forms	T.	2	3	4	5	6	
49.	Write operative information on O-R forms	1	2	3	4	5		
50.	Fill hypodermic syringe	1	2	3	4	5	6	· · · · · · · · · · · · · · · · · · ·
OTH	ER PRE-OPERATIVE FUNCTIONS				a Pome - Subtant Sai	Same prospersor.		a paralele para para para para para para para par
				2.47.44 (1.44)				
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per	ative Functions					_		
1.	Hand instruments	1	2	3	4	5	6	
2.	Hold retractors	1	2	3	4	5	6	
3.	Prepare sutures	1	2	3	4	5	6	
4.	Cut sutures as directed by surgeon	1	2	3	4	5	6	
5.	Hold organs or tissue as directed	1	2	3	4	5	6	
6.	Apply hand pressure as directed	1	2	3	4	5	6	
7.	Anticipate surgeon's need	1	2	3	4	5	6	
8.	Adjust electrical-surgical equipment	1	2	3	4	5	6	
9.	Focus lights	1	2	3	4	5	6	
0.	Request additional supplies	1	2	5	4	5	6	
1.	Provide emergency equipment	1	2	3	4	5	6	
2.	Aspirate incision	1	2	3	4	5	6	
3.	Check drainage of urinary catheter	1	2	3	4	5	6	
4.	Sponge incision	1	2	3	4	5	6	
5.	Receive organs/tissue specimens	1	2	3	4	5	6	
6.	Identify specimens	1	2	3	4	5	6	
7.	Label specimens	ī	2	3	4	5	6	B
	Receive additional linens	1	2	3	4	5	6	
8.		1	2	3	4	5	6	
9	Change soiled linens	1	2	3	4	5	6	
<u>o.</u>	Chart operative information on O-R form	1	2	3	4	5	6	
1.	Rinse instruments	1	2	3	4	5	6	
2.	Sort and separate instruments not to be used again	1	2,	3	4	5	6	
3.	Wipe instruments	1	2	3	4	5	6	
4.	Moisten sponges	1	2	3	4	5	6	
5.	Rearrange instruments	1	2	3	4	5	6	
6.	Hold I.V. bottles for anesthetist							
	9							e
Full Text	Revolded by SBC							

		· # 1	s 1	ı 1	r 1	ì ,		
		1	2	3	4	5	6	
77.	Obtain needed supplies for anesthetist	1	2	3	4	5	6	
78.	Help anesthetist hold patient in position	1	2	3	4	5	6	
79.	Hand tape to anesthetist	1	2	3	4	5	6	
80.	Obtain blood for anesthetist	1	2	3	4	5	6	
81.	Cut sterile surgical adhesive strips							
82.	Prepare packing	1	2	3	4	5	6	
83.	Assist with sponge count	1	2	3	4	5	6	
84.	Unfold soiled, counted sponges	1	2	3	4	5	6	
		1	2	3	4	5	6	
85.	Thread needle	1	2	3	4	5	6	
86.	Prepare dressing	1	2	3	4	5	6	
87.	Assist with applying dressing	i	2	3	4	5	6	
88.	Cut adhesive strips	1	2	3	4	5	6	
89.	Assist with taping dressing	1	2	3	4) 1 3	6	
90.	Assist surgeon in removing gloves & gown		2	3	4	5	6	
91.	Request recovery bed	1		, <u>, , , , , , , , , , , , , , , , , , </u>				
OTH	ER OPERATIVE FUNCTIONS							
				3		1		
aga igan menggaran di Araban		į.						
Post	t-Operative Functions					5	6	4
92.	Remove drape from patient	1	2	3	4			
93.	Remove knee restrainers from patient	1	2	3	4	5	6	
 	Assist in moving patient to recovery bed	1	2	3	4	5	6	
94.		1	2	3	4	5	6	
95.	Transfer patient from operating room to recovery	1	1-	3	4	1 5	6	
96.	Check position of drainage tube, urinary catheter	1	2) 		
97.	Connect new drainage tube & collection bag to urinary catheter		2	3	4	5	6	

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		. 1	i	•	•		1 4	4
98.	Clean instruments	1	2	3	4	5	6	
99•	Prepare germicide solution	1	2	3	4	5	6	
100.	Soak contaminated instruments	1	2	3	4	5	6	
101.	Prepare instrument packs	1	2	3	4	5	6	
102.	Sterilize instrument packs	1	2	3	4	5	6	
103.	Dispose of used and soiled linens	1	2	3	4	5	£	
104.	Replenish linen packs	1	2	3	4	5	15	
105.	Disassemble drills, suction apparatus	1	2	3	4	5	6	
106.	Disconnect electrical-surgical unit	1	2	3	4	5	6	
107.	Wice equipment	1	2	3	4		6	
108.	Remove equipment from O-R	1	2	3	4	5	6	
109.	Wipe off stands and tables		2	3	4	5	6	
110.	Clean O-R	1	2	3	4	5	6	
111.	Empty/clean containers (basin, bucket, aspirator jar)		2	3	4	5	6	
112.	Mop floors	1	2	3	4	5	6	
113.	Use housekeeping cleaning machines	1	2	3	4	5	6	
114.	Check sponge count	1	2	3	4	5	6.	
115.	Complete O-R forms		2	3	4	5	6	
116.	Sign O-R forms	1	2	3		5.5.		3
117.	Prepare charge slips	1	2	3	4	5	6	
118.	Pregare specimen reports	1	2	3	4	5	6	
119.	Hand carry forms to pick-up stations	1		3		5		
120.	Position awake patients in lithotomy in cysto room	1	2		4	5	6	
121.	Clean special instruments in cysto room	1	2	3	4			
122.	Obtain plaster in cast room	1	2	3	4	5	6	,
123	Prepare plaster	1	2	3	4	5	6	
ERIC Full fast Provided by ERIG		1	2	3	4	5	6	

SURGICAL TECHNICIAN

IMPORTANCE OF TASES

Please check the tasks performed on the job and judge the importance of each task. By important we mean critical or crucial. We are interested in those functions that are performed by surgical technicians in your hospital. Place a dash in the appropriate place in the answer column for those functions not performed by a surgical technician.

An example of how the answers might look is presented below.

	Net a function	Extremely Important	Very Important	Moderately Important	aportant	Not Important
1. Pass instruments	1	2	3	4	5	€,
2. Transport patients	1	2	3	4		Ó
3. Operate bone drill	1	2	3	4	5	6

A check (\checkmark) for Item 1 indicates that it is a function of a surgical technician and is considered very important. A dash (-) for Item 3 indicates that it is not a function of a surgical technician. It, therefore, should not be raised for importance.

Additional comments may be written in the margin or beside the item.				Moderatoly, Important	Sight Inportent	Not Important	
	1	2	3	4	5	î 4 6 -	i) स
A ssist in applying cast	1	2	3	4	5		
26. Hold Patient's extremities in cast room		-		, a		H H	ii a
26. Hold Patient's extremities in cast room		2	3	4	5	1	1
27. Lift patients		2	3	4	5	и 6	
ERIC Assist in removing cast	*					# !	
Applet III ICIIIovang coot	1	2	3	4	5	. 6	••

· · · · · · · · · · · · · · · · · · ·					11	п	
125. A ssist in applying cast	1	2	3	4	5	6	
	1	2	3	4	5	6	
126. Hold Patient's extremities in cast room	1	2	- 3	4	5	6	
127. Lift patients	1	2	3	4	5	6	
126. Assist in removing cast	1	2	3	4	5	6	
12?. Verify correct patient	1	2	3	4	5	6	
130. Report defective equipment to superiors	1	2	3	4	5	6	
131. Report defective supplies to superiors	1	2	3	4	5	6	
132. Report shortages		2	3	4	5	6	
133. Report unusual happenings	1						
134. Assist with inventory	1	2	3	4	5	6	
135. Assist in checking incoming supplies	I	2	3	4	5	6	
	1	2	3	4	5	6	
OTHER POST-OPERATIVE FUNCTIONS							
					· · · · · ·		
Check one answer for the following questions.							
A. Do surgical technicians in your hospital "scrub"? 1. frequently () 2. occasionally () 3. rarely ()							
B. Do surgical technicians in your hospital "circulate"? 1. frequently () 2. occasionally () 3. rarely ()							
ERIC PART TRANSPORTED TO THE PROPERTY OF THE P		. 1	İ	.1	J		

APPENDIX C

ITEM FREQUENCIES FOR
LICENSED PRACTICAL NURSE AND
NURSE AIDE CHECK LISTS



		mpoi Rated	Per	quenc forma lated ker	nce					
		· (Re	porte	es)	(Reported i					
TASK	:	Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
	LPN	64.0	16.5	12.9	. 7	. 7	5.	2.9	10, 6	86.56
mitting procedures	NA	43.6	22.7	6.1	1.8	3.1	22.7	12.4	31.4	56.2
	LPN	52.3	23.1	14.6	3.8	. 8	5.4	2.4	22.5	75.1
admitting proce- dures	NA	33.9	26.7	11.5	4.8	1.2	21.8	3. 9	96.1	62.0
	LPN	49.3	18.4	19.1	3.7	2.9	6.6	7.1	22.5	70.4
charge procedures	NA	36.6	29.3	7.9	3.0	4.3	18.9	18.3	29.7	52.0
4. Assist with unit dis-	LPN	38.5	21.5	23.8	6.9	4.6	4.6	6.0	32.5	61.4
charge procedures	NA	33.1	29.4	10.4	3.7	1.8	21.5	10.7	30.3	59.0
5. Attend unit report	LPN	81.6	12.1	4.3	. 7	-	1.4	. 6	3.5	95.9
	NA	37.0	15.4	9.3	5.6	-	32.7	8.8	7.2	84.0
	LPN	65.0	17.9	5.0	5.0	4.3	2.9	4.2	14.3	81.5
report	NA	25.9	10.1	12.0	5.1	5.1	41.8	20.9	18.1	61.0
7. Complete newborn nursery admission	LPN	42.6	17.2	4.9	1.6	. 8	32.8	56.6	28.7	14.7
procedure -footprints weight, bath	NA	3.3	1.3	2.6	-	-	92.7	96.4	1.2	2.4
	LPN	37.9	23.1	15.3	2.4	. 8	20.2	55.9	29.4	14.7
nursery admission procedure	NA	24.2	14.8	7.4	. 7		53.0	93.0	3.5	3.5
9. Show babies	LPN	9.8	11.4	24.4	25.2	12.2	17.1	54.5	26.6	18.9
	NA	25.9	9.1	12.6	5.6	3.5	43.4	88.9	5.3	5 . 8
ERIC ************************************		4 . a . a a a		- Javai seguranik sarus mi	Çeziyarında undariye	No makangan mana ta	<u> </u>	S	Q	أرضوصيني مدير مبيري

·			mpor Lated		e	Frequency of Performance as Rated by Worker						
			/D or		d in I	Darce	nta qe		•	orted centa		
	TASK	:	Extremely Important	Very Important	ly	Slightly Important		Not a Function of Occupation	Never	Occasionally	Frequently	
	10. Set up for bedside	LPN	20.9	23.9	30.6	9.0	11.2	4.5	29.0	56.2	14.8	
	religious rites	NA	33.6	15.4	18.1	9.4	6.0	17.4	46.7	36.3	17.0	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	11.Deliver messages	LPN	27.0	15.3	16.1	8.0	14.6	19.0	5.9	41.2	52.9	
		NA	43.6	23.0	12.7	4.2	5.5	10.9	1.6	32.8	65.6	
<u> </u>	12.Read to patient	LPN	2.2	5.2	27.6	26.1	22.4	16.4	25.0	62.2	12.8	
		NA	16.3	6.6	30.7	10.8	11.4	24.1	32.0	52.2	15.7	
	13.Refer patient to	LPN	8.1	13.2	13.2	4.4	1.5	59.6	68.5	26.1	5.5	
	social service agency	NA	2.6	1.3	3.2	. 6	1.9	90.4	88.3	9.5	2.2	
	14.Make charge slips	LPN	15.3	10,9	16.1	11.7	6.6	39.4	27.2	29.0	43.8	
	•	NA	19.7	11.5	7.6	3.8	. 6	56.7	51.1	25.0	23.9	
	15.Make credit slips	LPN	12.3	8.0	15.2	13.8	7.2	43.5	46.1	26.9	26.9	
		NA	6.4	3.8	4.5	2.6	1.9	80.8	68.1	19.8	12.1	
	16.Sort credit slips	LPN	3.1	4.6	5.4	9.2	10.8	66.9	77.9	13.5	8.6	
•		NA	5.8	2.6	10.9	5.1	5.8	69.9	75.8	15.7	8.4	
	17.Sort charge slips	LPN	3,9	3.9	6.3	8.6	10.9	66.4	68.3	18.9	12.8	
		NA	15.6	1.]	1.3	7.1	5.8	47.4	69.9	18.2	11.9	
	18.Answer patient	LPN	76.4	16.4	2.9	. 7	1.4	2.1	6	5.2	94.	
0	call	NA	69.	24.2	2.4	1.8	. 6	1,8	1.	6.8	92.	
Full Text Provided by E		•			-							

	1	•	rtanc l by F	se	Per	quenc forma kated ker	ance			
		(Re	porte	(es)	(Reported) Percenta					
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
19.Instruct patient in simple hygiene pro-	LPN	60.3	21.3	14.9	. 7	. 7	2.1	2.4	14.8	82.8
	NA .	37.9	31.1	7.5	7.5	1.2	14.9	12.8	34.8	52 . 4
20. Assist in teaching	LPN	51.9	23.3	14.3	2.3	3.0	5.3	4.8	18.6	76.6
patient simple hygiene	NA	37.7	36.4	9.1	5.2	3.2	8.4	17.2	38.9	43.9
21. Teach patient to in-	LPN	16.3	2.3	1.6	. 8	1.6	77.5	83.7	13.7	2.5
ject his own insulin	NA	13.7	7.2	2.0	ent des	600 200	77.1	98.9	. 6	. 6
22. Deliver mail	LPN	1.5	2.2	6.0	18.7	32.8	38.8	11.7	60.2	28.1
	NA	19.2	15.0	19.2	13.2	1.5	18.6	10.2	38.5	51.3
23. Deliver flowers	LPN	1.5	1.5	6.8	21.8	36.1	32.3	11.6	58.7	29.7
	NA	23.4	13.8	21.6	13.8	14.4	13.2	15.2	37.0	47.8
24. Make routine secur-	LPN	32.6	14.4	15.2	3.8	3.0	31.1	32.9	14.4	52.7
ity check	NA	15.8	7.2	3.9	5.9	4.6	62.5	35.1	19.0	46.0
25. Process patient's	LPN	40.9	21.9	18.2	5.1	4.4	95.0	13.6	43.8	42.6
valuables	NA	35.5	19.3	8.4	2.4	1.8	32.5	25.3	34.5	30.2
26. Explain patient con-	LPN	6.1	4.6	6.9	1.5	. 8	80.2	40.0	41.8	18.2
dition to family	NA	10.3	4.5	2.6	. 6		82.1	84.1	12.1	3.8
	LPN	18.5	14.1	11.9	3.7	. 7	51.1	24.9	36.7	38.5
signatures	NA	22.8	4.4	2.5	1.9	1.3	67.1	49.7	26.5	23.8
ERIC Prat treat received by ERIC	andie Sanderpa vryd oversy	**************************************	Anthonorum mindleters	0			-CHANTH DO-SON	0	PALTERET MANAGEMENT SHE	LL

			ortano d by	se	Per as l Wc	quen form Rated ker	ance by			
		(Re	port		-	ages				
TASK		Extremely Important	Very	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
28.Run personal errands	LPN	.8	1 5	14 5	12 2	25	45 8	12 1	74 4	12.5
for patients	NA			 		1		<u> </u>	·	
	 	11.5	6.7	16.4	20.6	12.	732.1	8.6	53.0	38.4
29. Prepare requisitions for unit supplies	LPN	8.1	14.0	8.1	8.8	8.8	52.2	32.7	37.5	29.8
	NA	1.27	11.4	8.9	3.2	1.3	62.7	37.0	35.4	27.6
30.Fill our x-ray re- quisitions	LPN	6.7	4.5	8.2	3.0	5.2	72.4	40.8	40.8	18.3
•	NA	7.6	4.4	3.2		1.3	83.5	81.0	12.8	6.1
31.Fill out lab re- quisitions	LPN	11.1	6.7	6.7	3.0	7.4	65.2	26.0	47.9	26.0
	NA	2.5	en en	3.8	1.3	1.3	91.1	69.3	23.3	7.4
. .	LPN	16.9	18.4	36.0	16.2	4.4	8.1	10.0	44.1	45.9
visiting hours	NA	12.7	19.9	18.1	9.6	6.0	33.7	25.7	46.4	27.9
33.Count unit supplies	LPN	5.8	11.7	18.2	7.3	13.1	43.8	41.2	41.8	17.1
	NA	13.3	14.5	25.5	6.7	2.4	37.6	23.7	41.6	34.7
34.Record count	LPN	9.2	9.9	13.7	3, 8	9.2	54.2	54.3	33.5	12.2
	NA	8.6	9.3	9.3	4.6	4.0	64.2	70.9	14.3	14.9
35.Make narcotic count	LPN	19.5	5.5	. 8	a dalam karang karang dalam Barg ang Sang ang	. 8	73.4	66.3	16.9	16.9
	NA	7.1	6.5	5.8	1.9		78.7	98.9	0	1.1
	LPN	25.4	7.7	6.2	4.6	.8	55.4	47.3	33.1	19.5
count ERIC	NA	1.3	3.3	1.3	1.3	.7	92.1	95.6	2.2	2.2
Profites Provided by Effic			•			•				

	I .	mpor Rated		:e	Frequency of Performance as Rated by Worker							
		(Re	porte	d in I	Perce	ntag	es)	Percentages)				
TASK	:	Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently		
	LPN	9.6	12.6	12.6	6.7	5.2	53.3	35. 6	41.7	22.7		
level	NA	11.4	16.3	15.7	3.0	4.8	48.8	37.0	32.0	30.9		
38.Deliver supplies	LPN	2.2	5.9	12.6	9.6	6.7	63.0	50.3	39.5	10.2		
	NA			16.2		9.6	42.5	38.0	31.0	31.0		
39.Dust floor in	LPN			204 507	3.0		94.7					
patient's room	NA		1.9	an 944	1.9	***************************************	94.2					
40.Clean discharged	LPN				, adia, many proper time					11.0		
patient's unit	NA		11.0							33.0		
41.Make unoccupied	LPN			14.9				AND DIVID SEEN VLAD		75.7		
bed	NA			19.0		Militaria artera americani	27.0		ر بده ادهای پروسی پایستان به دهاند. د	71.8		
42.Make occupied bed	LPN			12.1	The second section of the					92.4		
	NA			13.4			22.0			89.7		
43.Make post-opera-	LPN			13.6	action Suspensional differ	white March Confession III .			20.6	72.4		
tive bed	NA			18.6			14.3			66.1		
44.Disinfect bathrooms	LPN						84.2					
-11.19101111000 00011110011110	NA	11.0		J-101 - 104					27.4			
45.Wash glasses and	LPN		Special programs							18.0		
pitchers	NA			15.1						67.9		
Pat Rad Parad Parad Page 1	4	<u> </u>	l		<u> </u>	1		Jupana		J		

•	1	•	rtanc l by F	se	Frequency of Performance as Rated by Worker						
	(Reported in Percentages) Percentage										
TASK	:	Occasionally	Frequently								
46.Clean utility area	LPN	7.5	7.5	14.9	20.9	11.2	38.1	11.0	57.2	31.8	
	NA			18.5			19.8			87.2	
47.Clean oxygen equip-	LPN						50.7				
ment	NA .			7.1			49.4				
48.Clean aspiration	LPN			22.5						14.2	
equipment	NA			8.7			48.1			·	
49.Sterilize instru-	LPN		5 . 1		2.2					11.0	
ments	NA									17.3	
50.Separate laundry	LPN						70.6		•	.]	
	NA	11.3	15 <u>.</u> 1	12.6	6.3	8.2	46.5	39. 5	17.3	43.2	
51.Fold laundry	LPN	1. 5	gari dag	2.2	3.7	12.6	80.0	69.9	19.9	10.2	
	NA.	23.7	13.7	10.0	.5.0	8.1	39.4	60.3	21.7	17.9	
52.Stock laundry	LPN	1.5	1.5	2.2	7.4	11.0	76.5	64.3	23.2	12.5	
	ΝA	20.6	18.8	14.4	5.0	6.9	34.4	52 <u>.</u> 4	22.5	25.1	
53.Collect and return	LPN	5.2	2.2	8.9	3.7	14.8	65.2	67.7	19.6	13.7	
items to laundry	NA	13.3	8.2	10.1	3.8	8.2	56.3	50.3	25.4	24.3	
54. Check food trays	LPN	45 . 3	20.1	13.7	5.0	1.4	14.4	9.5	22.6	<u>67.9</u>	
against patient diet list	NA	18.8	12.7	10.9	1.2	1.8	54.5	16.2	35.7	48.1	
Printed Produced by Enc.	Para M. Starter and Highlink, P.	_{यः व} प्रस्ताननामिन्दिक्षेत्रीर्थनी	nt remail to the thing provided		-, ayragan in Ayraint on	,	A PARTICIPAL PROPERTY OF THE PARTY OF THE PA			and the second second second	

The second secon

		mpor Rated	e·	Frequency of Performance as Rated by Worker							
		(Rei	norte	d in I	Perce	ntage	es)	(Reported in Percentages)			
TASK	: *	Extremely Important	Very Important	ly :			tionion	Never	Occasionally	Frequently	
	LPN	21.6	9.7	14.9	6.7	. 7	46.3	39.0	48.8	12. 2	
for special diets	NA	5.6	3. 1	3. 1	4.3		84.0	 78. 9	16.9	5. 0	
56.Collect and return	LPN					22 2			48.5		
items to central						-1. /					
supply					,				29.3		
57.Make diet substi- tutions	LPN	11.5	8.6	5.8	2.9	. 7	70.5	51.9	38.9	9.3	
	NA	1.9	·. 6	1.3			96. 2	81.8	12.7	5.5	
58. Change diet from	LPN	9.5	8.0	3.6	2.2	. 7	75.9	53.0	31.9	15. 1	
liquid to soft	NA	1.3	1.9	1.9	-		94.9	80.6	13.3	6. 1	
59.Prepare meals	LPN	1.5	. 7	. 7	2.9	7.4	86.8	83.9	12.4	3. 7	
<u>-</u>	ΝA	. 7		. 7		. 7	98.0	89.5	8.3	2.2	
60.Prepare snacks	LPN	5.8	3.6	10.1	19.6	13.0	61.1	33.9	53.9	12. 1	
	NA	11.4							42.6		
61.Make infant formula		19.0					Marting Martingson, No.		19.1	+	
OI.IVIARE IIIIAIII IOIIIIAIA	NA	5.5				1,500 mar = 444	89.7				
62.Put food on trays	LPN	ļ							24.8		
62. Put 100d on trays	NA					 			21.3		
g				<u>.</u>							
63.Position patient for meals	-			12.9			4.3		11.8		
FRIC	NA	36.0	23.8	6.7	1.8	1.2	30.5	8.6	11.3	80.1	
ALUTION Provided by BBG						05				•	

		Impo Rate	Frequency of Performance as Rated by Worker							
		(Re	port	res)	(Reported in Percentages)					
TASK		Extremely Important		ly .			tion		Occasionally	Frequently a
64. Fill infant bottles	LPN	21.6	10, 4	8.8	7.2	1.6	50.4	64.7	21.6	13.7
	NA	8.3						89.9		
65.Assist patient in	LP.N	 	}	18.4	-					
eating	NA	1	25.4	I	4.3		}			76.5
66.Serve regular	ı .PN	 -		 	 		 			72.3
mieals		17.3	12.9	12.2	8.5	7.2	41.7	27.7	21.1	51,2
	NA ——		}		}	}				30.9
67.Serve snacks	LPN	11.9	10.4	12.6	21,5	12.6	31.1	16.6	50.9	32.5
	NA	19.6	20.8	19.0	7.7	3.6	29.2	29.5	38.8	37.7
68.Feed babies	LPN	57.7	16.9	10.0	. 8		14.6	49.2	33.8	22.1
	NA	22.0	16.7	5.3	2.0		54.0	79.8	8.4	11.8
69.Provide water	ГЬЙ	12.7	12.7	14.9	5.2	10.4	49.0	10.9	46.7	42.4
service	NA	30.8	27.8	14.8	4.1	4.1	18.3	7.5	5.9	86.6
70.Ask patient about	LPN	47.8	36.8	5.1	2.2	. 7	7.4	4.7	81.1	14.2
condition .	ŅΑ	24.2	21.7	13.4	1.3	3.8	35.7	11.4	26.5	62.2
71.Report observa-	LPN	88.7	9.9	. 7	pm eng	. 7	0.0	0.0	1.1	98.9
tions		67.4			1.2	1.2	4.7	4.8	13.9	81.3
72.Record observa-	LPN	90.7	7.9	. 7	20 Mil specialization (4.10) proj. baji		0.7	0.6	2. 9	96.6
tions	NA	16.1		markanasa istiniki sanas yana	1.9	1.3	, d sky. Marrie	72.0		18.7
ERIC Pathat Roccord Traffic	*****	***************************************	*************************************	MANAPOY WOSE SAC.	Same for Property and	- 	nti etietis 1840 Attivis degris.			1

		Impo Rate	•se	Frequency of Periormance as Rated by Worker								
•		(Re	port	ed in	Perc	entag	ges)	(Reported in Percentages				
TASK		Extremely Important		ly			tion		Occasionally	Frequently		
73. Report treatments	LPN	83.6	12.9	. 7	. 7	. 7	1.4	1, 1	3.4	95.4		
to registered nurse	NA	60.9	10.6	1.9	1.9	1.2	23.6	23.0	21.9	55.1		
74. Record treat- ments	LPN	83.7	11.3	2.1			2.8	0.6	1.7	97.7		
	NA	18.2	6.3	5.0		. 6	69.8	75.0	11.7	13.3		
75. Record medica- tions	LPN	51.4	5.8	Wat (144)	Made date		42.8	47.6	11.0	41.5		
- CIOIIS	NA	1.3	. 6	.6			97.4	97.2	1.7	1.1		
76. Put information on patient's	LPN	80.7	10.0	2.1	~	.7	6.4	1.7	6.9	91.3		
chart	NA	6.3		1.9	1.9	1.3	88.7	64.2	19.9	15.9		
77. Take the fetal heart tone	LPN	38.6	5.5	6.3	1.6	gne aug	48.0	62.7	27.5	9.8		
1100110	NA	. 7	. 7	. 7		one (see	98.0	93.8	3.4	2.8		
78. Take temperature	LPN	78.4	18.0	2.9	ana ang	## ····	. 7		2.9	97.1		
	NA	49.7	18.6	3.0	. 6	1.2	26.9	4.2	8.9	86.8		
79. Take pulse	LPN	78.6	16.4	2.9	and gas	## DIG	2.1	en m	2.9	97.1		
	NA	50.9	18.0	2.4	. 6	1.2	26.9	7.4	7. 9	84.7		
80. Take respiration	LPN	80.7	16.4	2.1		gener dang	0.7	** ***	1.1	98.9		
	NA	50.6	17.9	2.4	1.2	1.2	26.8	8.5	6.9	84.7		
81. Record TPR	LPN	67.4	16.7	7.2	2.2	2.2	4.3	gang bang	8.1	91.9		
EDIC	NA	38.7	17.5	9.4	1.9	. 6	31.9	21.9	24.0	54.1		
*Full text Provided by EDIS												

•	I: F	quency of formance ated by ker								
•		(Rej	oorte	d in F	Perce	ntage	s)	•	oried centa	
TASK	·	Extremely Important	Very Important	ly	Slightly Important	ortant	Not a Function of Occupation	Never	Occasionally	Frequently
82. Take blood	LPN	82.7	13.7	1.4		. 7	1.4	1.2	5.8	93.1
pressure	NA	23.2	8.4	11.6	1.3	1.3	54.2	69.3	14.2	16.5
83. Record blood	LPN	76.3	15.8	4.3	. 7	1.4	1.4	1.2	5.2	93.6
pressure			1.9		1.3	. 6	83.3	68.6	13.7	17.7
84. Weigh patient	LPN	58.6	22.9	14.3	1.4	1.4	1.4	1.7	22.0	76.3
, •	NA	34.8	28.7	7.3	1.2	1.2	26.8	7.0	32.6	60.4
85. Obtain an apical	LPN	54.1	21.8	3.0	1.5	gra 444	19.5	7.0	59.1	33.9
pulse	NA	12.0	2.6	1.9	. 6	. 6	94.2	62.9	22,8	14.4
86. Take vital signs	LPN	76.1	12.7	2.2	. 7	. 7	7.5	9.0	30.7	60.2
following anesthesia	NA	7.8	. 6	. 6	. 6	. 6	89.6	67.6	20.1	12.3
87. Collect sputum	LPN	43.0	28.1	23.0	3.0	. 7	2.2	3.6	46.7	49.7
specimen	NA	32.7	33.3	13.9	3.6	1.2	15.2	9.7	39.2	51.1
88. Collect urine	LPN	41.7	27.3	25.9	3.6	. 7	0.7	pra 244	16.7	83.3
specimen	NA	47.6	33.9	10.1	3.0	1.2	4.2	1.1	13.8	85.1
89. Collect stool	LPN	41.9	27.2	22.8	3.7	2.2	2.2	3.0	42.0	55.0
, specimen .	NA	46.4	34.3	9.6	1.8	1.2	6.6	4.3	34.4	61.3
90. Deliver specimen	LPN	19.4	9.7	11.2	12.7	14.2	32.8	7.0	62.8	30.2
	NA	34.7	21.0	8.4	7,2	6.6	22.2	4.3	21.9	73.8
ERIC Transaction for the contract of the contr			Lige were section	· francoure a	Jeresews	J	Anzentenana	n.Co. scommus a nor	(T. market 1942)	Anneces

	Importance of Task as Rated by Registered Nurse Frequency of Performance as Rated by Worker											
	(Reported in Percentages) Percentage											
		(Rer	orte	d in F	erce	1		Per	cema	ges		
TT A C IZ	,	Extremely Important	Very Important	Moderately Important	Slightly Important	O.	Not a Function of Occupation	Never	Occasionally	Frequently		
91. Perform clinitest	LPN	62.6	26.6	7.9	-	1.4	1.4	2.9	20.9	76.2		
	NA	54.8	27.7	6.0	1.8	1.2	8.4	9.1	16.7	74.2		
02 Decord regults		61.9	23.7	10.1		1.4	2.9	1.7	15.0	83.2		
92. Record results of clinitest	<u> </u>	26.3		ļ	3.8	1.3	 44.2	42.1	13.7	44.3		
	<u> </u>	55.8	,,						15.7			
93. Strain urine for stones		46.2				1.3						
	LPN	<u> </u>	<u> </u>		. 8				4.3			
94. Insert tube for gastric specimen	-	<u> </u>		.6					5.1			
	NA		8.2	<u> </u>						90.7		
95. Measure intake	LPN	72.5	<u></u>			1.4			} -	 		
and output	NA	62.4	17.0	1.8	<u> </u>			 -		83.5		
96. Record intake	LPN	167.4	22.5	7.2	<u> </u>	1.4		1.4		 		
and output	NA	41.1	12.7	1.9	1.3	3.2	39.9	 		60.6		
97. Report unusual	LPN	183.5	15.	.7	<u>-</u>	.7	-	1.2	27.9	70.9		
incidents	NA	60.4	13.0	3.0	3.0	1.8	18.9	7.0	41.2	51.9		
98. Write reports of	LPI	v 53.	3 17.	5 5.8	-	-	23.4	24.0	46.2	29.8		
incidents	NA	11.4	4 4.	4 1.3	3 2.5		80.4	77.7	213.9	8.9		
99. Record condition	LPI	y 62.	924.	3 8.6	5 2.	1 .7	1.4	1.	2 30.7	268.6		
of skin	NA	15.	2 14.	5 3.0	0	6 1.8	64.8	66.	3 15.	5 18.2		
Fig. Bast Provided by ERC			•						,			

							•			٠	
	Importance of Task as Rated by Registered Nurse Frequency of Performance as Rated by Worker (Reported in Percentages) (Reported in Percentages)										
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently	
100. Record appear-	LPN	70.5	20.9	4.3	2.2	-	2.2	1.8	19.3	78.9	
ance of body dis- charges	NA	26.5	18.7	6.0	1.2	. 6	47.0	65.2	14.6	20.2	
p,	LPN	16.5	12.8	17.3	13.5	5.3	34.6	11.7	56.7	31.6	
with rounds	NA	5.8	4.5	4.5	2.6		82.7	75.8	20.9	3.3	
102. Take verbal order	LPN	10.9	.8	. 8		. 8	86.8	78.4	12.6	9.0	
from doctor for medication or treatment	NA	1.3	1.9	1.9	_		94.9	95.1	3.8	1.1	
103. Carry out doctor's	LPN	14.5	2.3	. 8	_	. 8	81.7	68.9	17.4	13.8	
verbal orders for medication/treatme	NA nt	1.3	1.3	. 6	-	-	96.8	87.1	11.2	1.7	
104. Record doctor's	LPN	20.0	6.9		. –	. 8	72.3	72.9	14.7	12.4	
orders	NA	.6	1.3	. 6		-	97.5	96.6	2.2	1.1	
105. Drape patient for	LPN	38.1	25.9	26.6	4.3	1.4	3.6	5.3	5 7. 1	37.6	
examination	NA	18.7	13.3	6.6	7.8	4.2	49.4	27.7	50.5	21.8	
106. Change dressings	LPN	53.3	31.1	7.4		. 7	7.4	0.6	17.1	82.4	
	NA	1.3	3.3	3.3	4.6	2.6	85.0	57.6	34.5	7.9	
	LPN	40.6	28.3	11.6	1.4	· –	18.1	9.4	34.7	55.9	
medicine	NA	1.9	3.2	2.6	_	. 6	97.1	60.7	28.7	10.7	
108. Perform rectal	LPN	4.0	3.2	_	_		92. 8	98.2	1.2	<u>.</u> 6	
examination of patient in labor	NA	.6	-	3.9	1.3	gants	94.2	100.			

	Importance of Task as Rated by Registered Nurse Frequency of Periormance as Rated by Worker											
	(Reported in Percentages) Percentage											
TASK		Extremely Important	Never	Occasionally	Frequently							
109. Scrub for surgery	LPN	0.0 5										
	NA	30,5 5,3	8.6 .7	1.6 2.0			55.5 91.4					
110. Scrub for	LPN						52.0					
obstetrics	NA											
111. Circulate in	LPN	4.0		7			95., 4			1.1		
operating room	NA	26.6			1.6		57.3					
112. Assist physician	LPN	5.3		1.3			93.4			6		
in gowning	NA:			21.1			37.5					
113. Do pre-operative	LPN	6.6		1			84.1					
shaving	NΑ	•					30 <u>.</u> 8					
114. Assist with pre-	LPN	12.1					68.2	•				
operative care	NΑ			9.8 10.6			6.8			54.2		
115. Hold and hand	I.DN									24.7		
instruments	NA	2.7		11.3						11.1		
116. Assemble instru-	LPN						93.3					
ment packs	NA	16.5			1.6		55.9					
117. Observe isolation	LPN	17.4 76.1		8.7 3.6			63.8			6.1 39.9		
· techniques	NA	43.8		3.1	1.9	. 7	3.6 34.6					
ERIC And the state of the state	, washing, me.	EJ. 0	LJ _e T	Je I marzemanek	1.7	L & Co	J'I. U	11. 4	JU ₀ 4	J40 4		

TASK 118. Check drainage tubes NA 34.4 6.5 7.1 3.2 1.946.8 18.7 40.1 41.2 119. Check patients LPN 119. Check patients LPN Leading the product of the production of the pro													
TASK 118. Check drainage tubes NA 34.4 6.5 7.1 3.2 1.9 46.8 18.7 40.1 41.2 119. Check patients for bleeding NA 36.2 8.1 3.7 1.2 .650.0 17.2 46.7 36.1 120. Assist patient in postural drainage NA 13.7 5.9 9.8 3.3 3.3 64.1 70.4 18.5 11.1 121. Give enema LPN 57.0 25.9 10.47 5.9 23.2 59.1 17.7 NA 38.3 23.5 11.7 1.9 1.2 23.5 14.4 29.4 56.1 122. Empty catheter collection bag NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 125. Administer vaginal suppositories NA 1.36	•					Performance as Rated by							
TASK 18. Check drainage tubes LPN 72,1 18.6 3.6 1.4 4.3 3.0 20.8 76.2 79.8 79		·		(R	eport	ed in	Perc	enta;	ges)	1			
tubes NA 34.4 6.5 7.1 3.2 1.9 46.8 18.7 40.1 41.2	Ţ	'ASK		Extremely Important	Very	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently	
NA 34.4 6.5 7.1 3.2 1.9 46.8 18.7 40.1 41.2 119. Check patients for bleeding NA 36.2 8.1 3.7 1.2 .6 50.0 17.2 46.7 36.1 120. Assist patient in postural drainage NA 13.7 5.9 9.8 3.3 3.3 64.1 70.4 18.5 11.1 121. Give enema LPN 54.3 27.9 10.7 2.9 1.4 2.9 2.9 15.7 81.4 NA 38.3 23.5 11.7 1.9 1.2 23.5 14.4 29.4 56.1 122. Empty catheter collection bag NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 125. Administer vaginal suppositories NA 1.369 8.1 100 126. Give urinary bladder instillations NA 13.5 7.7 3.275.5 97.8 1.1 1.1	118.		LPN	72.1	18.6	3.6		1.4	4.3	3.0	20.8	76.2	
LPN 80.9 12.1 2.1 1.4 3.5 20.3 79.7			NA	34.4	6.5	7.1	3.2	1.9	46.8	 			
NA 36.2 8.1 3.7 1.2 .650.0 17.246.736.1 120. Assist patient in postural drainage NA 13.7 5.9 9.8 3.3 3.364.170.418.5 11.1 121. Give enema LPN 54.327.9 10.7 2.9 1.4 2.9 2.915.781.4 NA 38.323.5 11.7 1.9 1.223.5 14.429.4 56.1 122. Empty catheter collection bag NA 38.029.4 12.3 2.5 3.114.7 8.118.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .679.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.3698.1 100 125. Administer vaginal douche NA 15.610.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.275.5 97.8 1.1 1.1	119.		LPN		1	 		 -			 		
120. Assist patient in postural drainage			NA			1	 		}	Í			
NA 13.7 5.9 9.8 3.3 3.3 64.1 70.4 18.5 11.1 121. Give enema LPN 54.3 27.9 10.7 2.9 1.4 2.9 2.9 15.7 81.4 NA 38.3 23.5 11.7 1.9 1.2 23.5 14.4 29.4 56.1 122. Empty catheter collection bag NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.3 66 98.1 100 125. Administer vaginal douche NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1	120.	Assist patient in	LPN	L		_l	.l						
121. Give enema LPN 54.3 27.9 10.7 2.9 1.4 2.9 2.915.7 81.4 NA 38.3 23.5 11.7 1.9 1.2 23.5 14.4 29.4 56.1 122. Empty catheter collection bag NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.36 98.1 100 125. Administer vaginal douche NA 1.36 98.1 100 126. Give urinary bladder instillations LPN 44.1 14.7 1.5 .7 39.0 51.929.6 18.5 NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1		postural drainage						<u> </u>			 		
NA 38.3 23.5 11.7 1.9 1.2 23.5 14.4 29.4 56.1 122. Empty catheter collection bag NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.36 98.1 100 125. Administer vaginal douche NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1	121.	Give enema	LPN	l	<u> </u>		 				 		
122. Empty catheter collection bag NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.36 98.1 100 125. Administer vaginal douche NA 1.36 98.1 100 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1				Ì	1								
NA 38.0 29.4 12.3 2.5 3.1 14.7 8.1 18.9 73.0 123. Insert rectal suppositories	122.	Empty catheter	LPN	}	} <i>-</i>								
123. Insert rectal suppositories NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.36 98.1 100 125. Administer vaginal douche NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1		55225222											
NA 9.6 7.0 2.5 1.3 .6 79.0 87.8 8.3 3.9 124. Insert vaginal suppositories NA 1.36 98.1 100 125. Administer vaginal douche NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1	123.		LPN			}							
124. Insert vaginal suppositories LPN 29, 7 13.0 8.0 3.6 1.444.2 61.625.0 13.4 NA 1.36 98.1 100 125. Administer vaginal douche LPN 49.6 19.4 20.17 10.1 24.6 61.1 14.4 NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 LPN 44.1 14.7 1.5 .7 39.0 51.929.6 18.5 NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1 ERIC		* *								ب احد اسب مصلات			
NA 1.36 98.1 100 125. Administer vaginal douche NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1 ERIC	124.	Insert vaginal	LPN							rand directly and about			
125. Administer vaginal douche NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1 ERIC										and strong from the strong on	**************************************		
NA 15.6 10.4 3.2 .6 70.1 91.2 7.1 1.6 126. Give urinary bladder instillations NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1 ERIC	125.	i i	LPN							- Commission of the Street Streets and	61.1	14.4	
126. Give urinary bladder instillations LPN 44.1 14.7 1.5 .7 39.0 51.929.6 18.5 NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1 ERIC	•		NT A						,				
tions NA 13.5 7.7 3.2 75.5 97.8 1.1 1.1 ERIC	126.		f	are dress for property to be supplied to	Annua bases processors				-				
ERÍC			NT A										
	ERIC					**************************************	Cilotte Marson (1900) A	1	WIFE STREET		r in the same in t		

	Importance of Task as Rated by Registered Nurse								Frequency of Performance as Rated by Worker			
		(Re	porte	es)	(Reported in Percentages							
TASK		Extremely Important		-y			tion	Never	Occasionally	Frequently		
127. Give urinary bladder irriga-	LPN	52. 2	17.4	9.4			21.0	18.6	37.1	44.3		
	NA	14.2	10.3	3. 2	. 6		71.6	93. 2	5.1	1.7		
· •	LPN	63.6	Ż0.0	6.4	<u> </u>	. 7	9.3	14.8	40.8	44.4		
patient	NA	12.3	8.4	3. 9				94.3	2.3	3. 4		
,,	LPN	56. 1	16.5	7. 2						33.7		
ing catheter	NA	1.8		. 9			97.3					
	LPN	61.2	25.2	5.0	2. 9	. 7	5.0	13.2	54.5	32.3		
tomy	NA	12.0	. 9	1.9	1.9		83.3	73.3	23.3	3.4		
	LPN	58.1	12.5	2. 9	400 MM		26.5	20.0	57.6	22.4		
tracheotomy	NA	4.4	. 9	1.8			92.9	85.1	9.2	5. 7		
132. Give sitz bath	LPN	56.1	20.9	13.7	2.2	3.6	3.6	9.5	49.7	40.8		
	NA	45.0	19.2	12.5	5.0	. 8	17.5	24.6	42.6	32.0		
_	LPN	4.7	3.1	. 8	. 8	1.6	89.1	86.9	11.3	1.8		
pack	NA	0.9	(a.a.di.uurii a.a.a) yi			44 44	99.1	99.4		. 6		
	LPN	16.2	12.5	15.4		1.5	54.4	43.4	45.2	11.4		
impaction	NA	3.2	2.6	1.9	. 6	9.7	81.8	90.5	8.9	. 6		
	LPN	52.6	21.5	20.0	2.2	. 7	3.0	13.8	50.9	35. 3		
care 	NA	20.8	14.3	7.1	3.9	11.7	42.2	45.9	38. 1	16.0		

	•	•	rtanc l by F	5 e	Frequency of Performance as Rated by Worker					
		(Re	porte	es)	(Rep	d in ages)				
'T A S K		Extremely Important		ly.			tion ion	Never	Occasionally	Frequently
136. Give postpartun	LPN	48.9	21.4	15.3	3.8	and the	10.7	42.8	37.7	19.5
care	NA	14.5	5.9	2.6	2.0	7.9	67.1	63.1	28,4	8.5
137. Give breast care	LPN	50.0	18.8	16.4	2.3		12.5	55 . 1	31.0	13.9
to new mother	NA					5.9	67.8	90.2	6.9	2.9
138. Apply binders	LPN									66.1
	NA			applied many even 1 from						34.4
139. Assist patient	LPN									31.0
with exercises	NA			<u></u>						18.0
140. Assist patients	LPN	<u></u>			. 24 (1000-44					65.1
in walking	NA			A App. 19 11 12 12 12 12 12 12 12 12 12 12 12 12						55.8
141. Dangle patients	LPN	<u> </u>								75.0
				4: 20-1004 August 19-100-100-100-100-100-100-100-100-100-1			14.2			61.0
142. Prepare hot and	LPN	60.9	23.2	13.0	644 COM		2.9	1.7	28.5	69.8
cold compresses	NA	28.6	21.4	8.4	1.9	. 6	39.0	18.2	49.2	32.6
143. Apply hot and cold	LPN	62.8	22.6	12.4		s-0 to-0	2.2	1.7	28.5	69.8
compresses	1		18.2		3.2	. 6	49.4	22.3	44.7	33.0
144. Apply Ace	LPN	44.6	28.8	20.9	. 7	1.4	3.6	1.7	24.9	73.4
bandage	NA	32.5	24.8	7.6	4.5	2.5	28.0	20.3	43.3	36.4
ERIC Professor promises for time.	· ·		Armer and reactions	pontingual gradinal for g.	CNRST				. Milarico Interna, inc	

			Impo Rateo		se	Frequency of Performance as Rated by Worker						
			(Reported in Percentages)							(Reported in Percentage		
T	ASK	Extremely Important Very Important Moderately Important Slightly Important Not Important Not Occupation of Occupation						Never	Occasionally	Frequently		
145.	Apply poultices and plasters	LPN	29.1	14.9	12.7	4.5	3.0	35.8	75.2	19.4	5.5	
	-	NA	15.6	11.7	2.6			70.1	94.4	4.5	1.1	
146.	• •	LPN	13.3	4.4	5.2	1.5	5.9	69.9	58.0	21.9	20.1	
	tion from phar- macy	NA	8.8	8.2	3, 8	1.9	1.3	76.1	95.0	3.3	1.7	
147.	Compute fractional doses of	LPN	26.1	4.5	2.2	-	70-0	67.2	74.8	14.7	10.4	
		NA	1.9	944	1.2	-	-	96.9		-	-	
148.	Pour oral medication	LPN	50.0	4.5	.7	-		44.8	54.9	11.6	33.5	
		NA	2.5	1.9	3.8	1.3	. 6	89.9	98.3	1.7	-	
149.	Give oral medication	LPN	50.0	4.5	.7		48-4	44.8	52.8	13.5	33.7	
		NA	3.2	3.2	2.5	. 6	1.9	88.6	92.8	7.2		
150.	Put medication in the eye, ear,	LPN	44.8	6.7	-	-	****	48.5	50.9	24.2	24.8	
	or nose	NA	5.1	5.1	5.1	5.7	1.3	77.8	92.8	6.6	. 6	
151.	Care for in-	LPN	49.3	28.6	15.7	2.9	. 7	2.9	4.1	15.2	80.7	
	continent patient	NA	56.3	25.7	10.8	. 6	3.0	3.6	9.1	26.9	64.0	
152.	Administer	LPN	38.4	27.5	23.9	6.5	. 7	2.9	12.0	61.7	26.3	
	post-mortem care	NA	33.7	12.3	22.7	8.6	6.1	16.6	25.0	51.1	23.9	
153.	Administer	LPN	33.8	5.3	1.5		•	59.4	67.7	9.6	22.8	
	narcotics	ΝA	. 6	. 6	. 6	1.3	. 6	96.2	99.4	. 6	7.2	
ERIC.	Annese Service State Service S	VYZY NIA YYAN	Pengamanan pengabahan	प ान्या प्रशास्त्र क ्ष	ANNEXES THE RESULT	CHEMINATE SALES	ezwent men pro ce	ACARTESCENA ANNO MEN	SIGNWOOLENNES	CHEMOLOGICAN.	lancana ana an	

								_			1	
		Importance of Task as Rated by Registered Nurse							Frequency of Performance as Rated by Worker			
			(Rep	orte	:s)	(Reported :						
T A	A S K		Extremely Important	Very Important	Moderately Important	Slightly Important	심	Not a Function of Occupation	Never	Occasionally	Frequently	
154.		LPN	14.4	1.5	. 8		_	83.3	91.4	4.9	3.7	
	128010115	NA	4.4		1.9	. 6	,,	86.2			_	
155.	Give sub-	LPN	24.1	-	. 8			70.7	76.2	11.2	12.5	
	Cuttation and and	NA	3.1		1.9		1.9	89.4	98.3	1.1	.6	
156.	Give intra-	LPN	27.1							9.5	15.8	
	muscular in-	NA	1.2	. Descriptions and original			1.9	86.9	98.3	.6	1.1	
157.	Dress and un-	LPN	26.3	18.2	25.5	15.3	12.4	2.2	1.2	28.5	70.3	
	dress patient					1				34.2	64,7	
158.	Furnish bed pan/	LPN	36.0	18.7	19.4	12.9	8.6	4.3	1.8	4.7	93.6	
	urinal service	NA	55.8	28.2	10.4	1.8	1.8	1.8	1.6	4.8	93.7	
159.	Give oral hygiene	LPN	46.0	22.3	16.5	9.4	3.6	2.2	2.9	12.2	84.9	
		NA	51.5	25.2	12.9	3.1	1.2	6.1	5.9	28.7	65.4	
160.	Give oral	LPN	55.8	23.9	10.9	1.4		8.0	9.5	53.3	37.3	
	hygiene to an un- conscious patient	AA	36.6	18.3	8.5	2.0	1.3	33.3	46.8	32.8	20.4	
161.	Give back rub	LPN	30.4	22.5	26.8	13.8	3.6	2.9	4.1	16.3	79.7	
		NA	33.9	23.0	12.1	3.0	1.2	26.7	2.6	16.4	81.0	
162.	Shampoo patient's hair	LPN	18.2	14.6	27.0	18.2	14.6	7.3	31.9	55.4	12.7	
ERIC .	hanem 2 man	NA	16.0	20.2	23.9	916.0	8.0	16.0	41.	46.2	11.8	

	1	•	rtanc l by l	se	Frequency of Periormance as Rated by Worker						
		(Re	porte	ed in	Perc	entag	(es)	(Reported in Percentages			
TASK		Extremely Important		ly			tion	Never	Occasionally	Frequently	
163. Care for patient's hair and nails	LPN	24.8	20.4	25.5	20.4	6.6	2.2	4.7	46.7	48.5	
	NA	29.2	19.3	22.4	12.4	8.1	8.7	16.4	55.7	27.9	
164. Bathe patient	LPN	46.0	30.2	17.3	2.9	1.4	2.2	∙. 6	14.0	85.4	
	NA	53.1	21.0	3.7	3.1	1.9	17.3	4.8	21.4	73.8	
165. Bathe patient in an oxygen tent	LPN	57.0	21.5	8.9	2.2	. 7	9.6	7.8	53.0	39.2	
	NA	36.9	9.4	2.0	3.4	1.3	47.0	42.7	37.3	20.0	
	LPN	8.3	6.1	9.8	8.3	6.8	60.6	75.8	15.9	8.3	
clave	NA	18.0	4.0	. 3	3,3	4.0	69.3	79.9	8.4	11.7	
167. Prepare tray for	LPN	2.4	8.0	15.2	5.6	8.8	60.0	81.9	13.1	5.0	
prep team	NA	7.0	2.5	10.1	3.8	5.7	70.9	80.5	14.6	4.9	
168. Set up croupette	LPN	25.4	14.8	6.6	7.4	. 8	45.1	56.1	33.5	10.3	
•	NA	8.0	4.7	7.3	7.3	10.7	62.0	88.1	8.0	4.0	
169. Service croupetle	LPN	11.1	15.1	6.3	6.3	2.4	58.7	58.7	32.3	9.0	
	NA	8.2	4.8	4.8	4.1	1.4	76.7	89.7	6.3	4.0	
170. Adjust bed rails	LPN	46.4	21.0	10.1	8.0	6.5	8.0	3.5	12.9	83.5	
	NA	45.5	18.2	1.8	2.4	1.2	30.9	4.3	19.7	76.1	
171. Apply rubber or	LPN	30.9	19.1	22.1	9.6	11.0	7.4	14.3	56. 5	29.2	
cotton rings	NA	23.2	11.3	7.3	3.3	. 7	54.3	29.1	49.5	21.4	

	ł	mpor Rated		se	Frequency of Performance as Rated by Worker					
		(Re	porte	(Reported in Percentage						
T A S K		Extremely Important		ly :			tion	Never	Occasionally	Frequently
172. Set up oxygen	LPN	41.8	16.4	5.2	Seed of assessed sectors to see		36.6	27.9	49.7	22.4
equipment	NA	13.5	6.4	9.6	5 . 1	dies	65.4	63.9	24.6	11.5
173. Regulate oxygen	LPN	50.8	15.2	6.8	. 8	-	26.5	11.4	56.6	31.9
equinment	NA	11.7	8.4	6.5	3.9	()	69.5	63.5	26.0	10.5
174. Administer	LPN	55.7	13.0	3.8		. 8	26.7	16.1	55.4	28.6
oxygen	NA	7.2	6.6	3.3	2.6	. 7	79.6	68.7	riorma Rated rker 2 ported ercenta 9 49.7 9 24.6 4 56.6 5 26.0 1 55.4 7 23.6 7 3.0 - 1 33.5 2 14.5 8 .6 2 50.0 6 15.4 0 45.4 0 45.4	7.7
175. Administer an	LPN	. 8	. 8	### Co	, papaga bahan santani stana		98.4	95.7	3.0	1.2
electro-cardio- graph	NA	. 6	.6	1.3			97.4	100.		
176. Assist with	LPN	7.9	7.9	14.2	9.4	9.4	51.2	62.1	33.5	4.3
electro-cardiograph	NA	2.5	5 . 1	1.9	5.1	3.2	82.2	83.2	14.5	2.2
177. Take x-ray	LPN	. 8		and	. med 2 mag denimal bytopy dynam.cf:		99.2	98.8	. 6	. 6
pictures	NA	6.4	4.5	3.8	3,2	. 6	81.5	100.		••
178, Assist in taking	LPN	6.3	5.5	12.6	6.3	13.4	55.9	64.8	32.1	3.1
x-ray pictures	NA	7.6	6.3	7.0	5.7	7.6	65.8	74.4	20.6	5.0
179. Set up aspirator	LPN	37.0	17.0	8.1	4.4	.7	32.6	35.2	50.0	14.8
No was a constraint programme pour construction population in a 4 drops label 0, NC = Ecologica and MISSEL SEASON in report population for constraints and constraints are constraints are con	NA	9.5	2.5	3.2	2.5	1.9	80.4	76.6	15.4	8.0
180. Aspirate patient	LPN	38.0	12.4	3.9	. 8	gue ar ; grad wazystie do	45.0	38.0	45.4	16.6
	NA	3.9	2.6	2.6	1.3	1.3	88.4	90.9	5.7	3.4
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	1	Impo Rateo	d by 1		Frequency Performan as Rated by Worker (Reported i					
TASK	Extremely by Important of Moderately in Important of Slightly of Not important of Not a Function of Occupation of								Occasionally	Frequently and
181. Suction patient	LPN	53.4	16.5	2.3	. 8		27.1	18.7	52.4	28.9
	NA	11.5	10.8	4.5	3.2	. 6	69.4	84.4	10.6	5.0
182. Regulate flow of blood transfusions	LPN	28.1	16.4	. 8		~ ~	54.7	35.8	46.7	17.6
DIOOC LI CIISIUSIOIIS	NA	12.3	9.0	3.9	.6	. 6	73.5	95.5	3.9	. 6
183. Discontinue I. V. solutions	LPN	45.9	17.8	11.9	2.2	\$100 \$100 	22.2	4.7	39.7	56.2
	NA	10.5	11.1	4.6	. 7	100 (mg)	73.2	86.0	12.4	1.7
184. Add additional solution to con-	LPN	26.4	9.3		000 000	~ ~	64.3	37.1	28.7	34.1
tinue I. V.	NA	. 6	1.9	. 6	1.9	1.3	93.6	96.0	3.4	. • 6
185. Start an I. V. solution	LPN	2.3	. 8		grad (044)	6mg Brg	96.9	97.5	1.9	. 6
	NA	5.8	6.4	7.1	\$100 \$100 \$100 \$100 \$100 \$100 \$100 \$100	1.3	79.5	98.9	1.1	\$100 FMG
186. Check flow of I. V.	LPN	64.4	15.6	8.9	. 7	find 649	10.4	1.8	24.9	73.4
	NA	24.5	11.0	9.7	1.9	. 6	52.3	26.0	46.4	27.6
187. Set up bone fracture equip-	LPN	8.7	7.1	9.4	. 8	5.5	68.5	84.0	13.6	2.5
	NA	5.8	3.9	6.5	1.3	. 6	81.8	87.0	10.2	2.8
188. Assist in putting on braces	LPN	23.5	20.6	22.8	5.9	4.4	22.8	43.9	47.0	9.1
	NA	10.6	15.9	18.5	5.3	2.6	47.0	53.9	39.3	6.7
189. Adjust traction apparatus	LPN	13.4	12.6	17.3	1.6	2.4	52.8	31.7	54.3	14.0
	NA	5.9	3.3	3. 9	. 7	• 7	85.5	55.2	38.1	6.6

		Importance of Task as Rated by Registered Nurse								y of ance by
·		(Re	porte	es)	(Reported in Percentage					
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
190. Apply artificial limbs	LPN	21.6	22.4	16.0	8.0	5. 6	26.4	60.8	34.8	4.4
	NA	9.0	9.0	12.8	5.1	3.8	60.3	83.6	14.7	1.7
191. Remove artificial limbs	LPN	<u>21.9</u>	23.4	19.5	1.9	6.3	18.0	<u>56.9</u>	<u>38. 1</u>	5.0
	NA	9.6	6.2	11.5	5.1	3.2	64.1	80.3	18.3	<u>1.1</u>
192. Apply arm slings	LPN	<u>35.5</u>	28.3	21.0	8.0	1.4	5.8	12.4	71.8	15.9
	NA	14.0	1 <u>4.</u> 0	14.6	5.1	3.8	48.4	34.6	48.6	16.8
193. Apply restraints	LPN	<u>41.6</u>	27.7	16.1	7.3	1.5	5.8	4.1	60.9	34.9
	NA	21.7	<u>17.2</u>	8.3	11.5	5.7	35.7	11.8	53.8	<u>34.4</u>
194. Apply tourniquet	LPN	30 <u>.</u> 4	11.9	6.7	. 7	1.5	48.9	58.5	34.4	6.1
	NA	8.3	4.5	3.2	1.3	.6	82.2	83.9	12.2	3.9
195. Position patient	LPN	56.8	24.5	13.7	2.2	. 7	2.2	. 6	9.9	89.5
	NA	46.1	20.0	4.8	. 6	1.8	26.7	3.8	2.3, 5	72.7
196. Lift patient to bed, chair, or	LPN	51.8	23.4	16.8	5.1	. 7	2.2	3.5	15.3	81.2
table	NA	THE RESIDENCE WHEN BOTH & SECUR	A PROCESSOR STATE OF THE PARTY	10.9	. This call the case strong persons	encumber was much	Car desire assesses extent a sign	COMMITTED IN BUILD		ACREMIES CITE STATE
197. Assist in restrain- ing patient	LPN	39.9	26.1	26.1	3.6	. 7	3.6	3, 5	42.4	54.1
	NA	5		į .		i i	į	•	ŧ	53.5
198. Transport patient in wheelchair or	LPN	1	i '	1		1	1	1	i	79.7
carriage	NA	39.5	19.2	9.6	2.4	3.6	25.7	1.1	18.4	80.5

APPENDIX D

THE PERCENTAGE OF REGISTERED NURSE SUPERVISORS

WHO CONSIDER THE ITEM A FUNCTION OF

LICENSED PRACTICAL NURSE, NURSE AIDE, AND

SURGICAL TECHNICIAN, AND THE PERCENTAGE OF

JOB HOLDERS WHO REPORTED

PERFORMING THE FUNCTION



Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both	Tractical Murse	1 error med	Dilicicne
Apply hot and cold compresses	98.0%	97.8%	. 2 %
Prepare hot and cold compresses	97.1%	98.3%	- 1.2%
Give enema	97.1%	97.1%	0
Give perineal care	97.0%	86.1%	10.9%
Check patients for bleeding	96.5%	100%	- 3.5%
Give sitz bath	96.4%	90.5%	5.9%
Check drainage tubes	95.7%	97.0%	- 1.3%
Apply binders	95.0%	94.2%	. 8%
Care for colostomy	95.0%	86.8%	8.2%
Apply arm slings	94.2%	87.6%	6.6%
Assist patient in postural drainag	ge 94.1%	76.8%	17.3%
Catheterize patient	90.7%	85.2%	5.5%
Change dressings	92.6%	99.4%	- 6.8%
Give oral hygiene to unconscious patient	92.0%	90.5%	1.5%
Apply rubber or cotton rings	92.0%	85.7%	6.3%
Check flow of I. V.	89.6%	98.2%	- 8.6%
Give post-partum care	89.3%	57.2%	32.1%
Administer vaginal douche	89.9%	75.4%	14.5%
Assist in putting on braces	87.2%	56.0%	31.2%



	Registered Nurses Reporting Item a Function of Licensed		•
Items Rated	Practical Nurse	Performed	Difference
Above 50% by both (Cont.)			
Insert indwelling catheter	79.9%	73.5%	6.4%
Give urinary bladder irrigations	79.0%	81.6%	- 2.6%
Care for tracheotomy	73.5%	80.0%	- 6.5%
Apply Ace bandage	73.4%	96.4%	- 23.0%
Administer oxygen	73.3%	83.9%	- 10.6%
Suction patient	72.9%	81.3%	- 8.4%
Insert rectal suppositories	61.9%	59.8%	2.1%
Aspirate patient	55.0%	62.0%	- 7.0%
Above 50% by one or other			
Give breast care to new mother	87.5%	44.9%	42.6%
Remove artificial limbs	80.2%	43.1%	37.1%
Apply artificial limbs	73.6%	39.2%	34.4%
Start an I.V. solution	73.1%	2.5%	70.6%
Apply poultices and plaster	64.2%	24.8%	39.4%
Give urinary bladder instillation	s 61.0%	48.1%	12.9%
Insert vaginal suppositories	55.8%	38.4%	17.4%
Apply tourniquet	51.1%	41.5%	9.6%
Adjust traction apparatus	47.2%	68.3%	-21.1%
Remove fecal impaction	45.6%	56.6%	-11.0%
Regulate flow of blood transfusion	ons · 45.3%	64.2%	-18.9%



Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	e Difference
Add additional solution to			
continue I.V.	35.7%	62.9%	- 27.2%
Discontinue I.V. solutions	17.8%	95.3%	- 77.5%
Between 25% and 50% by both or b	y one or the other	· · · · · · · · · · · · · · · · · · ·	
Below 25% by both			The second secon
Remove nasal pack	10.9%	13.1%	- 2.2%



UNIT OPERATIONS

	Registered Nurses Reporting Item a Function of Licensed		•		
Items Rated Above 50% by both	Practical Nurse	Performed	וע	fference	
				•	
Attend unit report	98.6%	99.4%	-	. 8%	
Answer patient call	97.9%	99.4%	-	1.5%	
Take notes on unit report	97.1%	95.8%		1.3%	
Administer post-mortem care	97.1%	88.0%		9.1%	
Assist in unit discharge procedu:	re 95.4%	94.0%		1.4%	
Perform unit admitting procedur	es 95.0%	97.1%	•••	2.1%	
Assist with unit admitting proced	ures 94.6%	97.6%	•••	3.0%	
Perform unit discharge procedur	es 93.4%	92.9%		. 5%	
Assist in enforcing visiting hours	91.9%	90.0%		1.9%	
Make routine security check	88.9%	67.1%		21.8%	
Deliver messages	81.0%	94.1%	-	13.1%	
Collect and return items to centr		85.0%		13.9%	
supply	71.1%	65.0%	_	13. 770	
Make charge slips	60.0%	72.8%	-	12.8%	
Make credit slips	56.5%	53.9%		2.6%	
Count unit supplies	56.2%	58.8%	-	2.6%	
Obtain patient signatures	51.1%	75.1%	-	24.0%	
				*	
Above 50% by one or other	•				
Show babies	82.9%	45.5%		37.4%	
Assist with newborn nursery admission procedure	79.8%	44.1%		35.7%	



UNIT OPERATIONS

I	Registered Nurses Reporting Item a Function of Licensed	8		
Items Rated I	Practical Nurse	Performed	D	ifferenc
Complete newborn nursery ad- mission procedure such as foot-				
prints, weight, and bath	67.2%	43.4%		23.8%
Prepare requisitions for unit supp	lies 60.0%	72.8%	-	12.8%
Maintain unit supply level	46.7%	64.4%		17.7%
Fill out lab requisitions	27.6%	59.2%	-	31.6%
Process patient's valuables	5.0%	86.4%		81.4%
Fill out x-ray requisitions	27.6%	59.2%	-	31.6%
Between 25% and 50% by both			•	
Observe isolation techniques .	44.1%	25.6%		18.5%
Deliver supplies	37.0%	49.7%	-	12.7%
Sort charge slips	33.6%	31.7%		1.9%
Record count	45.8%	45.7%		. 1%
Between 25% and 50% by one or other) W	····	·	
Detween 15 /0 and 50 /0 by one of othe	5 L			
Sort credit slips	33.1%	22.1%		11.0%



MEASURING-GATHERING DATA RECORDING - REPORTING

Registered Nurses Reporting Item a Function of Licensed	Licensed Practical Nurse Reporting Item	
Practical Nurse	Performed	Difference
100 %	100 %	0
100 %	98.8%	1.2%
99.3%	100 %	7%
99.6%	98.3%	-1.3%
99.3%	100 %	7%
99.3%	100 %	7%
99.3%	99.4%	1%
99.3%	99.4%	1%
99.3%	98.3%	1.0%
98.6%	98.3%	. 3%
98,6%	98.9%	3%
98.6%	97.1%	1.5%
97.9%	100 %	-2.1%
97.8%	96.4%	1.4%
97.8%	97.0%	. 8%
98.6%	98.8%	2%
98.6%	98.8%	2%
98.6%	98.8%	2%
rges 97.8%	98.2%	4%
	Reporting Item a Function of Licensed Practical Nurse 100 % 100 % 99. 3% 99. 6% 99. 3% 99. 3% 99. 3% 99. 3% 99. 3% 99. 3% 99. 3% 99. 8% 97. 8% 97. 8% 97. 8% 98. 6% 98. 6% 98. 6% 98. 6%	Reporting Item a Function of Licensed Practical Nurse Practical Nurse 100 % 100 % 100 % 98.8% 99.3% 100 % 99.6% 98.3% 99.3% 100 % 99.3% 100 % 99.3% 99.4% 99.4% 99.3% <



MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both (Cont.)			
Record treatments	97.2%	97.4%	2 %
Record results of clinitest	97.1%	98.2%	- 1.1%
Record TPR	95.7%	100%	- 4.3%
Ask patient about condition	92.6%	95.3%	- 2.7%
Take vital signs following anesth	esia 92.5%	90.9%	1.6%
Strain urine for stones	89.9%	92.9%	- 3.0%
Obtain an apical pulse	80.5%	93.0%	-12.5%·
Write reports of incidents	76.6%	76.0%	.6%
Deliver specimen	67.2%	93.0%	-25.8%
Assist physician with rounds	65.4%	88.3%	-22.9%
Record medications	57.2%	52 . 4%	4.8%
Above 50% by one or other			The same property of the same
Take the fetal heart tone	. 52.0%	37.3%	14.7%
Between 25% and 50% by both			and the second s
None			
Between 25% and 50% by one or	other		namente descripció del Jamesia Pales anto será en esta período de combinado de comb
Record doctor's orders	2.7%	27.1%	-24.4%



MEASURING-GATHERING DATA RECORDING - REPORTING

	Registered Nurses Reporting Item a	Licensed Practical Num	:se
Items Rated	Function of Licensed	Reporting Iter	
Below 25% by both	Practical Nurse	Performed	Differen
Perform rectal examination of patient in labor	7.2%	1.8%	5.4%
Insert tube for gastric specimen	6.9%	5.5%	1.4%



POSITION AND TRANSPORT PATIENTS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Assist patients in walking	97.8%	97.1%	.7%
Lift patient to bed, chair, or table	e 97.8%	96.5%	1.3%
Position patient	97.8%	99.0%	1.2%
Dangle patients	97.1%	97.7%	. 6%
Position patient for meals	95.7%	95.9%	. 2%
Assist in restraining patients	96.4%	96.5%	. 1%
Transport patient in wheelchair or carriage	94.9%	99.4%	4.5%
Apply restraints	94.2%	95.9%	1.7%
Assist patient with exercises	93.3%	99.3%	6.0%
Adjust bed rails	92 . 0%	96.5%	4.5%

None Below



PATIENT COMFORT AND PERSONAL SERVICES

Thomas Data d	Registered Nurses Reporting Item a Function of Licensed	Licensed Practical Nurse Reporting Item Performed	
Items Rated Above 50% by both	Practical Nurse	Periormed	Difference
Shampoo patient's hair	98.7%	68.1%	30.6%
Make occupied bed	97.9%	99.4%	- 1.5%
Give oral hygiene	97.8%	97.1%	.7%
Care for patient's hair and nails	97.8%	95.3%	2.5%
Dress and undress patient	97.8%	98.8%	- 1.0%
Bathe patient	97.8%	94.4%	3.4%
Assist patients in eating	97.2%	97.1%	. 1%
Give back rub	97.1%	95.9%	1.2%
Drape patient for examination	96.4%	94.7%	1.7%
Care for incontinent patient	96.4%	90.9%	5.5%
Furnish bedpan/urinal service	95.7%	98.2%	- 2.5%
Make post-operative bed	95.7%	92.9%	2.8%
Set up for religious rites	95.5%	71.0%	24.5%
Make unoccupied bed	92.2%	93.5%	- 1.3%
Read to patient	83.6%	75.0%	8.6%
Deliver flowers	61.7%	88.4%	-26.7%
Deliver mail	61.2%	88.3%	-27.1%
Run personal errands for patients	54.2%	86.9%	32.7%
Above 50% by one or other	•	No. of the last section of	والمراجع والم والمراجع والمراجع والمراجع والمراجع والمراجع والمراجع والمراج
Bathe patient in oxygen tent	90.4%	42.2%	48.2%



MEDICATIONS

•	Registered Nurses Reporting It em a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both	Practical Nuise	LOTIGITION	
Apply external medicine	81.9%	90.6%	- 8.7%
Above 50% by one or other	<u> </u>		
Give oral medication	5 5.2%	47.2%	8.0%
Pour oral medication	55 .2 %	45.1%	10.1%
Put medication in eye, ear, or no	se 51.5%	49.1%	2.4%
Assist in narcotic count	44.6%	52 . 7%	- 8.1%
Between 25% and 50% by both			
Administer narcotics	40.6%	32.3%	8.3%
Give intramuscular injections	33.8%	25.3%	8.5%
Compute fractional doses of medic	cine 32.8%	25.2%	7.6%
Order prescription from pharmac	y 30.1%	42.0%	-11.9%
Make narcotic count	26.4%	33.7%	- 7.3%
Between 25% and 50% by one or ot	cher		
Give subcutaneous injections	29.3%	23.8%	5.5%
Carry out doctor's orders for medication or treatment	18.3%	31.2%	-12.9%
		· 1000 法加强 1000 美国大学体系统 1000 1000 1000 1000 1000 1000 1000 10	



MEDICATIONS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
	Plactical Marse	10110111.00	
Below 25% by both		•	•
Give immunizations	16.7%	8.6%	8.1%
Take verbal order from doctor fo medication or treatment	r 13.2%	21.6%	- 8.4%



HOUSEKEEPING

	Report Function		Licensed Practical Nurse Reporting Item	•
Items Rated	Practi	cal Nurse	Performed	Difference
Above 50% by both		•	•	
Clean utility area		61.9%	89.0%	-27.1%
Above 50% by one or other				
Wash glasses and pitchers		44.9%	72.5%	-27.6%
Clean discharged patient's unit		25.6%	51.2%	-25.6%
Between 25% and 50% by both				
Collect and return items to launce	dry	34.8%	32.3%	2.5%
Separate laundry		29.4%	39.3%	- 9.9%
Between 25% and 50% by one or o	othe:r		·	total and the second se
Stock laundry	23.5%	•	35.7%	-12.2%
Fold laundry	20.0%		30.1%	-10.1%
Disinfect bathrooms	15.8%		31.0%	-15.2%
Below 25% by both				
Dust floor in patient's room	5.3%		17.5%	-12.2%



SURGICAL PROCEDURES

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	e Difference
Above 50% by both	10001001110100		
Assist with pre-operative care	93.2%	92.8%	. 4%
Do pre-operative shaving	69.2%	57.0%	12.2%
Above 50% by one or other			
Assist physician in gowning	62.5%	28.0%	34.5%
Hold and hand instruments	50.0%	40.7%	9.3%
Between 25% and 50% by both		•	· · · · · · · · · · · · · · · · · · ·
Assemble instrument packs	44.1%	25.6%	18.5%
Sterilize instruments	38.2%	37.8%	. 4%
Between 25% and 50% by one or ot	her		· · · · · · · · · · · · · · · · · · ·
Scrub for obstetrics	48.0%	9.3%	38.7%
Scrub for surgery	44.5%	5.0%	39.5%
Circulate in operating room	42.7%	3.7%	39.0%
Prepare tray for prep team	40.0%	18.1%	21.9%
Operate autoclave	39.4%	24.2%	15.2%
Below 25% by both			
None None			



TEACHING - RELATING INFORMATION

	Registered Nurses	Licensed	
	Reporting Item a	Practical Nurse	е
· 1	Function of Licensed	Reporting Item	
Items Rated	Practical Nurse	Performed	Difference
Above 50% by both			
Instruct patient in simple sygiene			•
procedure	97.4%	97.6%	2%
Assist in teaching patient simple	•		
hygiene	94.7%	95 2%	5%
Above 50% by one or other			
Above 30% by one of other	•		
Explain patient condition to family	19.8%	60.0%	- 40.2%
•	•	•	
Between 25% and 50% by both			
Refer patient to social service		•	•
agency	40.4%	31.5%	8.9%
		<u> </u>	, , , , , , , , , , , , , , , , , , ,
Between 25% and 50% by one or oth	ner		•
Teach patient to inject his own inst	ulin 22.5%	16.3%	6.2%
Below 50% by both			

None



NUTRITION

I I	Registered Nurses Reporting Item a Function of Licensed	Licensed Practical Nurse Reporting Item	
VOXIX STORES	Practical Nurse	Performed	Difference
Above 50% by both			
Check food trays against patient list	85.6%	90.5%	- 4.9%
Feed babies	85.4%	55.8%	29.6%
Serve snacks	68.9%	83.4%	- 14.5%
Serve regular meals	58.3%	72.3%	- 14.0%
Provide water service	56.0%	89.1%	- 33.1%
Help patients plan for special diets	53.7%	61.0%	- 7.3%
Above 50% by one or other	·		
Put food on trays	77.9%	41.4%	36.5%
Prepare snacks	38.9%	66.1%	-27.2%
Between 25% and 50% by both			
Fill infant bottles	49.6%	35.3%	14.3%
Make diet substitutions	29.5%	48.1%	-18.6%
Between 25% and 50% by one or oth	ner		
Change diet from liquid to soft	24.1%	47.0%	-22.9%
Make infant formula	22.1%	26.2%	- 4.1%
Below 25% by both			and the second s
Prepare meals	13.2%	16.1%	- 2.9%



SET UP, OPERATE, AND SERVICE EQUIPMENT

	Registered Nurses Reporting Item a Function of Licensed		
Items Rated	Practical Nurse	Performed	Difference
Above 50% by both			
Empty cathether collection bag	94.9%	97.1%	- 2.2%
Regulate oxygen equipment	73.5%	88.6%	-15.1%
Set up aspirator	67.4%	64.8%	2.6%
Clean aspiration equipment	65.2%	72.8%	- 7.6%
Set up oxygen equipment	63.4%	72.1%	- 8.7%
Above 50% by one or other			
Set up croupette	54.9%	43.9%	11.0%
Clean oxygen equipment	49.0%	57.9%	- 8.9%
Between 25% and 50% by both		·	
Assist with electro-cardiograph	48.2%	37.8%	10.4%
Assist in taking x-ray pictures	44.1%	35.2%	8.9%
Service croupette	41. 3%	41.3%	.0
Between 25% and 50% by one or of	her	•	
Set up bone fracture equipment	31.5%	16.0%	15.5%
Below 25% by both		·	
Take x-ray pictures	7.8%	1.2%	6.6%
Administer an electro-cardiograp	h 1.6%	4.3%	-2.7%



POSITION AND TRANSPORT PATIENTS

	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both	Frides		
Lift patient to bed, chair, or table	90.0%	97.4%	-7.4%
Dangle patients	85.8%	93.6%	_7.8%
Assist patients in walking	81.9%	94.2%	_ 12.3%
Transport patient in wheel chair carriage	or 74.3%	98.9%	- 24.6%
Position patient	73.3%	96.2%	-22.9%
Assist in restraining patient	73.0%	95.7%	-22.7%
Position patient for meals	69.5%	91.4%	-21.9%
Adjust bedrails	69.1%	95.7%	- 26.6%
Apply restraints	64.3%	88.2%	-23.9%
Assist patient with exercises	63.1%	61.2%	1.9%
None below			

PATIENT COMFORT AND PERSONAL SERVICE

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	Difference
Items Rated	Aides	Performed	Difference
Above 50% by both	•		
Furnish bedpan/urinal service	98.2%	98.4%	2%
Care for incontinent patient	96.4%	90.9%	5.5%
Give oral hygiene	93.9%	94.1%	2%
Care for patient's hair and nails	91.3%	83.6%	7.7%
Deliver flowers	. 86.8%	84.8%	2.0%
Assist patients in eating	86.4%	92.4%	6.0%
Make post-operative bed	85.7%	91.9%	-6.2%
Shampoo patient's hair	84.0%	58.1%	25.9%
Bathe patient	82.7%	95.2%	- 12.5%
Dress and undress patient	84.5%	98.9%	- 14. 4%
Set up for bedside religious rites	82.6%	53.3%	29.3%
Make occupied bed	78.0%	97.3%	- 19.3%
Read to patient	75.9%	68.0%	7.9%
Give back rub	73.3%	97.4%	- 24.1%
Make unoccupied bed	73.0%	93.6%	- 20.6%
Run personal errands	67.9%	91.4%	23.5%
Bathe patient in oxygen tent	53.0%	57.3%	- 4.3%
Drape patient for examination	50.6%	72.3%	-21.7%

PATIENT COMFORT AND PERSONAL SERVICE

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by one or other	•		
Deliver mail	81.4%	18.6%	62.8%
No other ratings apply			



SURGICAL PROCEDURES

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both	111463	1 011011111111	
Assist with pre-operative care	55.0%	65, 7%	-10.7%
Above 50% by one or other		,	
None			,
Between 25% and 50% by both			
Sterilize instruments	35.5%	34.1%	1.4%
Between 25% and 50% by one or o	other		
Assemble instrument packs	36.2%	17.7%	18.5%
Do pre-operative shaving	31.8%	11.1%	20.7%
Operate autoclave	30.7%	20.1%	10.6%
Prepare tray for prep team	29.1%	19.5%	9.6%
Below 25% by both			•
Assist physician in gowning	15.9%	12.8%	3.1%
Scrub for surgery	8.6%	2.3%	6.3%
Hold and hand instruments	6.7%	21.8%	-15.1%
Circulate in operating room	6.6%	2.8%	3.8%
Scrub for obstetrics	4.6%	1.1%	.3.5%

MEDICATIONS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both	**1403		Difference
Above 50% by one or other Between 25% and 50% by both			
None			
Between 25% and 50% by one or ot	her		
Apply external medicine	2.9%	39.3%	-36.4%
Below 25% by both	V		
Order prescription from pharmac	y 23.9%	5.0%	18.9%
Put medication in eye, ear, or no	se 22.2%	7.2%	15.0%
Make narcotic count	21.3%	4.4%	16.9%
Give immunizations	13.8%	0.0%	13.8%
Give intramuscular injections	13.3%	1.7%	11.6%
Give oral medications	11.4%	7.2%	4.2%
Give subcutaneous injections	10.6%	1.7%	8.9%
Pour oral medication	10.1%	1.7%	8.4%
Assist in narcotic count	7.9%	4.4%	3.5%
Take verbal order from doctor for medication or treatment	5.1%	4.9%	. 2%
Administer narcotics	3.8%	.6%	3.2%
Carry out doctor's orders for medication or treatment	3.2%	12.9%	-9.7%
Compute fractional doses of medic	ine 3.1%	0.0%	-3.1%



NUTRITION

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	
Items Rated	Aides	Performed	Difference
Above 50% by both			
Provide water service	81.7%	92.5%	-10.8%
Serve snacks	70.8%	70.5%	. 3%
Prepare snacks	55.7%	57.4%	-1.7%
Above 50% by one or other		•	
Check food trays against patient	diet list 45.5%	83.8%	-38.3%
Between 25% and 50% by both			
Serve regular meals	44.0%	44.9%	9%
Put food on trays	35.7%	28.1%	7.6%
Between 25% and 50% by one or o	other		
Feed babies	46.0%	20.2%	25.8%
Below 25% by both			and the second s
Fill infant bottles	18.1%	10.1%	8.0%
Help patients plan for special die	ets 16.0%	21.1%	-5.1%
Make infant formula	10.3%	4.5%	5.8%
Change diet from liquid to soft	5.1%	19.4%	-14.3%
Make diet substitutions	3.8%	18.2%	-14.4%
Prepare meals	2.0%	10.5%	-8.5%



•	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Give sitz bath	82.5%	75.4%	7.1%
Give enema	76.5%	85.6%	-9.1%
Apply "Ace" bandage	72.0%	79.7%	-7.7%
Apply binders	68.1%	76.0%	-7.9%
Give oral hygiene to unconscious p	patient 66.7%	53.2%	13.5%
Prepare hot and cold compresses	61.0%	81.8%	-20.8%
Check drainage tubes	53.2%	81.3%	-28.1%
Apply arm slings	51.6%	65.4%	-13.8%
Apply hot and cold compresses	50.6%	77.7%	-27.1%
Check patients for bleeding	50.0%	82.8%	-32.8%
Above 50% by one or other			
Insert vaginal suppositories	71.9%	0.0%	71.9%
Give perineal care	57.8%	44.1%	13.7%
Assist in putting on braces	53.0%	46.1%	6.9%
Check flow of I. V. (intravenous)	48.0%	74.0%	-26.0%
Apply rubber or cotton rings	45.7%	70.9%	-25.2%
Between 25% and 50% by both			
Give postpartum care	32.9%	36.9%	- 4.0%
Assist patient in postural drainage	35.9%	29.6%	6.3%



	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	
Items Rated	Aides	Performed	Difference
Between 25% and 50% by one or o	tner		
Apply artificial limbs	39.7%	16.4%	23.3%
Remove artificial limbs	35.9%	19.7%	16.2%
Give breast care to new mother	32.1%	9.8%	22.3%
Suction patient	30.6%	15.6%	15.0%
Administer vaginal douche	29.9%	8.8%	21.1%
Apply poultices and plasters	29.9%	5.6%	24.3%
Give urinary bladder irrigations	28.4%	6.8%	21.6%
Catheterize patient	26.0%	5.7%	20,3%
Give urinary bladder instillations	24.5%	2.2%	22.3%
Administer oxygen	20.4%	31.3%	-10.9%
Care for colostomy	16.7%	26.7%	-10.0%
Change dressings	15.0%	42.4%	-27.4%
Adjust traction apparatus	14.5%	44.8%	-30.3%
		The second secon	W

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item Performed	Difference
Items Rated Below 25% by both	Aides	Perioritied_	Difference
Insert rectal suppositories	21.0%	12.2%	8.8%
Start an I.V. solution	20.5%	1.1%	19.4%
Remove fecal impaction	18.2%	9.5%	8.7%
Apply tourniquet	17.8%	16.1%	1.7%
Discontinue I. V. solutions	16.8%	14.0%	2.8%
Regulate flow of blood transfusion	ons 16.5%	4.5%	12.0%
Aspirate patient	11.6%	19.1%	-7.5%
Care for tracheotomy	7.1%	14.9%	-7.8%
Add additional solution to contin	ue I.V. 6.4%	14.0%	-7.6%
Insert indwelling catheter	2.7%	3.4%	7%
Remove nasal pack	.9%	. 6%	. 3%

SET UP, OPERATE, AND SERVICE EQUIPMENT

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	
Above 50% by both	Aides	Performed	Difference
2150ve 30 /6 by both		,	•
Empty catheter collection bag	85.3%	91.9%	- 6.6%
Set up aspirator	67.4%	64.8%	2.6%
Above 50% by one or other		· · · · · · · · · · · · · · · · · · ·	··
Clean apiration equipment	51.7%	46.4%	5.3%
Clean oxygen equipment	50.6%	35.9%	14.7%
Between 25% and 50% by both		· · · · · · · · · · · · · · · · · · ·	<u> </u>
Set up oxygen equipment	34.6%	36.1%	-1.5%
Assist in taking x-ray pictures	34.2%	25.6%	8.6%
Regulate oxygen equipment	30.5%	36.5%	-6.0%
Between 25% and 50% by one or	other		
Set up croupette	38.0%	11.9%	26.1%
Below 25% by both		**************************************	· · · · · · · · · · · · · · · · · · ·
Service croupette	23.3%	10.3%	13, 0%
Take x-ray pictures	18.5%	0.0%	18.5%
Set up bone fracture equipment	18.2%	13.0%	5.2%
Assist with electrocardiograph	17.8%	16.8%	1.0%
Administer an electrocardiograp	h 2.6%	0.0%	2.6%

TEACHING - RELATING INFORMATION

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	
Items Rated	Aides	Performed	Difference
Above 50% by both		:	
Assist in teaching patient simple			
hygiene	91.6%	82.8%	8.8%
Instruct patient in simple hygien	•		
procedure	81.5%	87.2%	- 5.7%
Above 50% by one or other			
Above 50% by one or other		·	
None			•
		,	
Between 25% and 50% by both		•	
NI-ma			•
None			
			·
Between 25% and 50% by one or	other		
•			
None			
Below 25% by both			•
Teach patient to inject his own in	nsulin 22.9%	1.1%	21.8%
Transia matiant accidition to fami	17 0%	15.9%	2.0%
Explain patient condition to family	ly 17.9%	13.770	2.070
Refer patient to social service a	gency 9.6%	11.7%	-2.1%



HOUSEKEEPING

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	
Items Rated	Aides	Performed	Difference
Above 50% by both			
Wash glasses and pitchers	68.7%	90.0%	-21.3%
Clean utility	80.2%	95.7%	-15.5%
Separate laundry	53.5%	60.5%	-7.0%
Above 50% by one or other			
Stock laundry	65.6%	47.6%	18.0%
Fold laundry	60.6%	39.7%	20.9%
Clean discharged patients unit	29.9%	62.2%	-32.3%
Between 25% and 50% by both	•		•
Collect and return items to laundr	y 43.7%	49.7%	- 6.0%
Disinfect bathrooms	27.1%	35.2%	-8.1%
Between 25% and 50% by one or ot	her	· · · · · · · · · · · · · · · · · · ·	
None			
Below 25% by both			· · · · · · · · · · · · · · · · · · ·
Dust floor in patient's room	5.8%	16.7%	-10.9%



MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item	Disc
Above 50% by both	Aides	Performed	Difference
Collect urine specimen	95.8%	99.9%	-4.1%
Report observations	95.3%	95.2%	. 1%
Collect stool specimen	93.4%	96.6%	-3.2%
Perform clinitest	91.6%	90.9%	.7%
Collect sputum specimen	84.8%	80.3%	4.5%
Measure intake and output	84.2%	96.7%	-12.5%
Strain urine for stones	83,3%	69.9%	13.4%
Report unusual incidents	81.1%	93.0%	-11.9%
Deliver specimen	77.8%	95.7%	-17.9%
Report treatments to Registered	Nurse 76.4%	78.0%	-1.6%
Weigh patient	73.2%	93.0%	-19.8%
Take respiration	73.2%	91.5%	-18.3%
Take pulse	73.1%	91.6%	-18.5%
Take temperature	73.1%	95.8%	-22.7%
Record temperature, pulse, and respiration	68.1%	78.1%	-10.0%
Ask patient about condition	64.3%	88.6%	- 24.3%
Record intake and output	60.1%	73.9%	-13.8%
Record results of clinitest	55.8%	57.9%	-2.1%



MEASURING-GATHERING DATA RECORDING - REPORTING

	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	Difference
Items Rated	Aides	Performed	Difference
A 202 50% by one or other Record appearance of body discha	rges 53.0%	34.8%	18.2%
Between 25% and 50% by both	•		
Take blood pressure	45.8%	30.7%	15.1%
Record condition of skin	35.2%	33.7%	1.5%
Record treatments	30.2%	25.6%	4.6%
Record observations	29.0%	28.0%	1.0%
Between 25% and 50% by one or of	ther		
Insert tube for gastric specimen	25.3%	7.3%	18.0%
Record blood pressure	16.7%	31.4%	-14.7%
Put information on patient's chart	11.3%	35.8%	-24.5%
Take vital signs following anesthe	esia 10.4%	32.4%	-22.0%
Obtain an apical pulse	5.8%	37.1%	-31.3%
Below 25% by both			
Write reports of incidents	19.6%	22.8%	-3.2%
Assist physician with rounds	17.3%	24.2%	-6.9%
Perform rectal examination of pain labor	tient 5.8%	0.0%	5.8%
Record medications	2.6%	2.8%	2%
Record doctor's orders	2.3%	4.4%	-2.1%
Take the fetal heart tone	2.0%	6.2%	-4.2%



UNIT OPERATIONS

Items Rated	Registered Nurses Reporting Item a Function of Nurse	Nurse Aides Reporting Item	Disa
Above 50% by both	Aides	Performed	Difference
Answer patient call	98.2%	98.9%	7%
Deliver messages	89.1%	98.4%	-9.3%
Administer post-mortem care	83.4%	75.0%	8.4%
Perform unit discharge procedure	s 81.1%	81.7%	6%
Assist in unit discharge procedure	es 78.5%	89.3%	-10.8%
Assist with unit admitting procedu	res 78.2%	96.1%	-17.9%
Perform unit admitting procedures	s 77,3%	87.6%	-10.3%
Collect and return items to centra supply	1 68.7%	93.6%	-24.9%
Process patient's valuables	67.5%	74.7%	- 7.2%
Attend unit report	67.3%	91.2%	-23.9%
Assist in enforcing visiting hours	66.3%	74.3%	-8.0%
Observe isolation techniques	65.4%	88.8%	-23.4%
Count unit supplies	62.3%	76.3%	-14.0%
Take notes on unit report	58.2%	79.1%	-20.9%
Deliver supplies	57.5%	62.0%	- 4,5%
Maintain unit supply level	51.2%	63.0%	-11.8%



UNIT OPERATIONS

	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by one or other			Difference
Make routine security check	37.5%	64.9%	-27.4%
Show babies	56.6%	11.1%	45.5%
Sort charge slips	52.6%	30.1%	22.5%
Obtain patient signatures	3 2. 9%	50.3%	-17.4%
Between 25% and 50% by both			
Make charge slips	43.3%	48.9%	-5.6%
Prepare requisitions for unit suppl	ies 37.3%	63.0%	-25.7%
Record count	35.7%	29.1%	6.6%
Between 25% and 50% by one or oth	er		,
Sort credit slips	30.1%	24.2%	5.9%
Make credit slips	19.2%	31.9%	-12.7%
Fill out lab requisitions	8.9%	30.7%	-21.8%
Below 25% by both			·
Fill out x-ray requisitions	16.5%	19.0%	-2.5%
Assist with newborn nursery			
admission procedure	7.3%	3.6%	3.7%
Complete newborn nursery admission procedure such as footprints, we and bath	on ight, 7.3%	3.6%	3.7%

MEDICAL-SURGICAL

Thomas Data 3	Registered Nurses Report	Actually Performed by O-R Technician	Difference
Items Rated Above 50% by both	as Function	rechnician	Difference
Arrange instruments on Mayo stand	100.0%	100.0%	0.0%
Asked questions for clarification	100.0%	100.0%	0.0%
Drape basin stand, tables	100.0%	100.0%	0.0%
Assisted others in gowning	100.0%	989%	1.1%
Hand instruments	100.0%	98.9%	1.1%
Moistened sponges	100.0%	98.9%	1.1%
Read literature on operating room procedures	100.0%	98.9%	1.1%
Thread needle	100.0%	98.9%	1.1%
Assisted in draping patient	100.0%	97.8%	2.2%
Prepared sutures	100.0%	96.6%	3.4%
Anticipate surgeon's needs	100.0%	95.5%	4.5%
Assist with dressings	98.5%	100.0%	1.5%
Receive organs, tissue specimens	98.5%	100.0%	1.5%
Scrub hands/arms	98.5%	100.0%	1.5%
Cut sutures	98.5%	98.9%	. 4%
Don cap/gown	98.5%	98.9%	. 4%
Changed drape linens	97.5%	98.9%	1.4%
Arranged linens on linen table	. 97.1%	100.0%	2.9%
Arranged sutures	97.1%	100.0%	2.9%
Prepare dressing	97.1%	100.0%	2.9%

MEDICAL-SURGICAL

Items Rated	Registered Nurses Report as Function	Actually Performed by O-R Technician	Difference
Above 50% by both (cont'd)	as runction	1 CCIIIICIAII	311101 0110
Arranged sponges	97.1%	98.9%	1.8%
Wipe instruments	97.1%	97.8%	. 7%
Rinse instruments	97.0%	98.9%	1.9%
Arrange basins	95.6%	100.0%	4.4%
Receive additional linens	95.6%:	100.0%	4.4%
Remove linens from patients	95.6%	100.0%	4.4%
Removed restrainers	95.6%	100.0%	4.4%
Hold retractor	95.6%	98.9%	3.3%
Restrain patient	95.6%	97.8%	2.2%
Rearrange instruments	95.6%	97.7%	2.1%
Sort instruments not to be used again during operation	95.6%	96.6%	1.0%
Unfold soiled, counted sponges	95.6%	93.3%	2.3%
Talk to patients	95.5%	97.8%	2.3%
Pour solutions	91.2%	100.0%	8.8%
Assisted in removal of gowns and gloves from others	91.2%	98.9%	7.7%
Assist in taping dressing over incision	91.2%	87.8%	6.6%
Hold organ/tissue	89.7%	97.7%	9.0%
Assist with sponge count	. 89.6%	97.8%	8.2%
Prepare sutures	85.3%	97.8%	12.5%
Applied hand pressure as directe by surgeon	d 85.3%	93.2%	7.9%



Items Rated	Registered Nurses Report	Actually Performed by O-R	Difform
Above 50% by both (cont'd)	as Function	Technician	Difference
Moistened packing	83.3%	87.5%	4.2%
Sponged incision	82.4%	96.6%	14.2%
Label specimens	82.1%	93.3%	11.2%
Cut adhesive strips	80.6%	98.9%	18.6%
Count sponges	77.9%	97.8%	19.9%
Checked sponge count	77.6%	95.5%	17.9%
Identify specimens	76.5%	77.0%	. 5%
Assist in sterile skin preparation	rs 75.0%	87.8%	12.8%
Prepare sponges	72.1%	96.7%	24.6%
Shave operative area of patient	66.7%	87.6%	20.9%
Check drainage of catheter	66.2%	77.3%	11.1%
Assist in applying cast	65.7%	90.0%	24.3%
Help anesthetist hold patient in position	62.4%	97.8%	35.4%
Assist in applying plaster	61.8%	90.0%	28.2%
Cut surgical strips	60.3%	78.2%	17.9%
Assist in removing cast	56.7%	82.0%	25.3%
Place X-Rays on X-Ray view box	53.7%	98.9%	45.2%
Aspirated incision	51.5%	66.3%	14.8%
Hand tape to anesthetist	50.0%	83.3%	33.3%

MEDICAL-SURGICAL

Items Rated	Registered Nurses Report as Function	Actually Performed by O-R Technician	Difference
Above 50% by one or other			
Fill hypedermic syringe	48.4%	88.9%	40.5%
Assist in checking incoming supplies	41.8%	59.6%	17.8%
Checked position of catheter when moving patient	41.2%	77.8%	36.5%
Connected drainage tubing and plastic bag to catheter	41.2%	71.9%	30.7%
Count instruments	39.7%	87.5%	47.8%
Hold I. V. bottle for anesthetist	35.3%	85.2%	49.9%
Count sutures	29.9%	59.8%	29.9%
Prepare solution	29.4%	84.4%	55.0%
Tell patient of procedural intent	27.9%	58.0%	30.1%

None



POSITIONING/TRANSPORTING PATIENTS

to the state of th	Registered Nurses Report as a Function	Actually Performed by O-R Technicians	Difference
Above 50% by both		•	
Assist in positioning patient	97.1%	100.0%	2.9%
Lift patients	87.9%	97.8%	9.9%
Assisted in moving patient from operating table to carriage	89.7%	100.0%	10.3%
Hold patient's extremities in cast room	71.6%	93.3%	21.7%
Assisted in transfer of patient from operating room to recovery room		80.8%	24.9%
Position awake patients in lithoton in cysto room	my 60.3%	71.9%	11.6%

None



OBTAIN EQUIPMENT/SUPPLIES

	Registered Nurses Report	Actually Performed by O-R	
Items Rates Above 50% by both	as Function	Technicians	Difference
Obtain sterilized linen packs	100.0%	100.0%	0.0%
Obtain sterilized basin set packs	97.1%	100.0%	2.9%
Obtain instrument packs	94.1%	100.0%	5.9%
Obtain suture packs	94.1%	98.9%	5.8%
Obtain solutions	92.5%	100.0%	7.5%
Obtain sponge packs	90.9%	100.0%	9.1%
Obtain equipment	89.7%	100.0%	10.3%
Obtain plaster in cast room	67.6%	93.2%	25.6%
Obtain blood	63.2%	85.6%	22.4%
Above 50% by one or other	•		•
Obtain needed supplies for anesthe	etist 39.7%	85.4%	45.7%
None			



MAINTAIN EQUIPMENT/ SUPPLIES

	Registered Nurses Reporting Item a Function of Surgical	Surgical Technician Reporting Item Performed	Difference
Items Rated	Technician	Ferrormed	19111011011
Above 50% by both			
Wipe instruments, equipment	95.6%	98.9%	3.3%
Check instruments	94.1%	98.9%	4.8%
Soak special instruments	92.5%	100%	7.5%
Focus lights	91.2%	100%	8.8%
Clean instrument table, Mayo,,			
and prep stand	85.3%	98.9%	13.6%
Clean instrument	77.9%	98.9%	21.0%
Inspect equipment	72.1%	91.1%	19.0%
Sterilize instruments	72.1%	87.8%	15.7%
Test equipment	70.6%	97.8%	27.2%
Provide emergency equipment	69.1%	90.9%	21.8%
Clean special instruments in	40.20	71.9%	11.6%
cysto room	60.3%	11.7/0	
Lubricate equipment	52.2%	86.7%	34.5%
Soak optical devices in disinfects for operative procedures	50.0%	84.4%	34.4%

None below 50% by both



HOUSEKEEPING

	Registered Nurses Reporting Item a Function of Surgical	Surgical Technician Reporting Item	
Items Rated	Technician	Performed	Difference
Above 50% by both			
Dispose of used and soiled linens	91.2%	97.8%	6.6%
Replenish supplies	91.2%	90.0%	1.2%
Empty/clean suction jar	83.8%	98.9%	15.1%
Remove equipment	83.8%	93.3%	9.5%
Clean operating room area	73.5%	98.9%	25.4%
Prepare germicides	50.0%	74.2%	24.2%
Above 50% by one or other		· · · · · · · · · · · · · · · · · · ·	
Mop floors	14.9%	65.2%	50.3%
Below 25% by both		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
Use housekeeping cleaning equipn	nent 6.0%	17.9%	11.9%
	•	•	

ASSEMBLE EQUIPMENT/SUPPLIES

Registered Nurses Reporting Item a Function of Surgical	Surgical Technician Reporting Item	Difference
rodinician	r errormen	Difference
		•
92.6%	100%	7.4%
88.2%	100%	11.8%
88.2%	100%	11.8%
85.3%	98.9%	13.6%
80.9%	100%	19.1%
72.1%	98.9%	26.8%
	, , , , ,	
72.1%	93.3%	21.2%
64.7%	93.3%	28.6%
	Reporting Item a Function of Surgical Technician 92.6% 88.2% 88.2% 80.9% 72.1%	Reporting Item a Function of Surgical Technician Technician Reporting Item Performed 92.6% 100% 88.2% 100% 88.2% 100% 85.3% 98.9% 80.9% 100% 72.1% 98.9%

None Below



ADMINISTRATIVE - CLERICAL

	Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Difference
	Above 50% by both			:
•	Report defective equipment	98.5%	100%	1.5%
	Report defective supplies	98.5%	98.9%	. 4%
	Report unusual happenings	98.5%	97.8%	. 7%
	Report shortages	98.5%	95.3%	3.2%
	Stamped patient's name on necessary forms	91.2%	74.4%	16.8%
•	Receive instructions	91.0%	100%	9.0%
	Verify correct patient	87.9%	92.1%	4.2%
	Relay messages	84.4%	98.9%	14.5%
	Write operative information on O-R forms	73.1%	89.8%	16.7%
	Obtain O-R, IV, Drug, Anesthesia Sponge Chart, Specimen, Surgeon in		90.0%	18.4%
	Chart operative information	70.6%	85.1%	14.5%
	Complete O-R forms	69.1%	89.9%	20.8%
	Prepare specimen reports	66.2%	84.4%	18.2%
	Hand-carry forms to pick-up stat	ion 52.9%	78.2%	25.3%
	Sign O-R forms	51.5%	75.3%	23.8%
	Above 50% by one or other		•	
	Assist in inventory	43.3%	55.6%	12.3%
	Instruct orderly personnel	41.5%	70.6%	29.1%
	Prepare O-R charge slips	32.4%	64.0%	31.6%
	•			



REQUEST EQUIPMENT/SUPPLIES

Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Difference
Above 50% by both			
Request additional supplies	92.6%	98.0%	6.3%
Request additional instruments	89.7%	94.4%	4.7%
Request special solutions	65.7%	93.3%	27.6%
Request equipment	65.7%	87.6%	21.9%
Request recovery bed	53.7%	87.6%	33.9%
None below 50% by both		•	

APPENDIX E

RANKING OF ITEMS BASED

ON THE SUM OF ITEM MEANS

OF CRITICALITY AND FREQUENCY

SUMMARY*

Nurse Aide	<u>Item</u>	Licensed Practical Nurse
6.08	Furnish bedpan/urinal service	8.09
6.27	Report observations	6.96
6.36	Collect urine specimen	7.82
6.59	Answer patient call	7.24
6. 62	Measure intake and output	7.35
6.69	Perform clinitest	7.70
6.72	Lift patient to bed, chair or table	7.83
6. 75	Care for incontinent patient	7.85
6.87	Give oral hygiene	7.94
6.87	Collect stool specimen	8.40
6.89	Make occupied bed	7.57
6.92	Assist patients in eating	7.94
6. 95	Bathe patient	8.74
7.00	Take temperature	7.08
7.08	Take pulse	7. 13
7.08	Deliver messages	9.37
7.11	Take respiration	7.03
7.14	Empty catheter collection bag	8.04
7.16	Provide water service	10.31

^{*} The sum of the means for criticality and frequency are used to provide a summary number for ranking the Nurse Aide to the Z scores. A constant of 5 was added to the scores to eliminate negative values.



Nurse Aido	Item	Licensed Practical Nurse
7. 19	Make post-operative bed	8.06
7.20	Dangle patients	8.10
7.24	Transport patient in wheelchair or carriage	8.26
7.27	Position patient	7.55
7.30	Clean utility area	10.61
7.36	Adjust bed rails	8.13
7.44	Dress and undress patient	8.64
7.45	Deliver specimen	10.26
7.46	Position patient for meals	7.91
7.50	Assist with unit admitting procedures	7.98
7.52	Attend unit report	7.15
7.54	Instruct patient in simple hygiene pro- cedure	7.49
7.57	Assist in teaching patient simple hygien	ne 8.02
7.57	Collect sputum specimen	8.46
7.57	Make unoccupied bed	8.31
7.64	Report treatments to R. N.	7.20
7.65	Assist with unit discharge procedures	8.56
7.65	Assist patients in walking	8.39
7.65	Weigh patient	7.76
7.73	Give enema	7.77
7.78	Assist in restraining patient	8.47

Nurse Aide	<u>Item</u>	Licensed Practical Nurse
7.80	Perform unit discharge procedures	8.29
7.82	Report unusual incidents	7.49
7.82	Perform unit admitting procedures	7.68
8.05	Strain urine for stones	8.72
8.09	Give sitz bath	8.64
8.09	Wash glasses and pitchers	11.51
8.12	Collect and return items to central supply	10.43
8. 13	Record TPR	7.47
8. 17	Ask patient about condition	7.92
8.26	Deliver flowers	11.03
8.26	Care for patient's hair and nails	9.02
8.32	Observe isolation techniques	8.28
8.33	Deliver mail	11.13
8.33	Record intake and output	8.33
8.40	Apply poultices and plasters	8.01
8.57	Administer post-mortem care	9.11
8.61	Take notes on unit report	7.76
8.65	Process patient's valuables	9.05
8.74	Prepare hot and cold compresses	7.84
8.81	Apply binders	8.34
8.82	Apply restraints	8.86
8.87	Check drainage tubes	7.68

Nurse Aide	<u>Item</u>	Licensed Practical Nurse
8.88	Set up for bedside religious rites	10.07
8.90	Check patients for bleeding	7.47
8.92	Give back rub	8.31
8.94	Serve snacks	10.48
9.06	Run personal errands for patients	11.43
9.06	Check food trays against patient diet list	8.56
9. 12	Count unit supplies	11.42
9.14	Apply hot and cold compresses	7.80
9. 18	Record results of clinitest	7.61
9.20	Assist with newborn nursery admis- sion procedure	10.42
9. 22	Assist in enforcing visiting hours	9.36
9.34	Shampoo patient's hait	10.44
9.41	Check flow of I. V.	7. 95
9.43	Read to patient	10.98
9.51	Bathe patient in an oxygen tent	8.71
9.51	Assist with pre-operative care	8.48
9.56	Stock laundry	12.71
9.58	Separate laundry	12.47
9.59	Assist patient with exercices	9.21
9.64	Apply rubber or cotton rings	9.53
9.65	Drape patient for examination	8.83

Nurse Aide	<u>Item</u>	icensed Practical Nurse
9.67	Deliver Supplies	12.11
9.70	Maintain unit supply level	11.33
9.77	Make routine security check	9.81
9.87	Apply arm slings	9.40
9.91	Give perineal care	8.78
9.94	Fold laundry	12.93
9.94	Record appearance of body discharges	7.57
10.00	Serve regular meals	10.33
10.03	Give oral hygiene to an unconscious patient	8.71
10.03	Prepare snacks	11.62
10.05	Prepare requisitions for unit supplies	11.15
10.07	Makr charge slips	10.43
10.07	Clean aspiration equipment	10.67
10.14	Clean oxygen equipment	11.54
10.23	Clean discharged patient's unit	12.25
10.30	Collect and return items to laundry	12.44
10.31	Obtain patient signatures	10.52
10.33	Assist in putting on braces	10.69
10.40	Take blood pressure	7.17
10.54	Sort charge slips.	12.50
10.57	Feed babies	9.72
10.64	Show babies	11.11



		Licensed Practical
<u>Nurse Aide</u>	<u>Item</u>	Nurse
10.64	Sterilize instruments	11.25
10.65	Record condition of skin	7.82
10.84	Set up oxygen equipment	10.14
10.94	Record observations	7.00
10.95	Assist patient in postural drainage	9.19
10.96	Regulate oxygen equipment	9.39
10.98	Record count	11.83
11.01	Record treatments	7.11
11.02	Put food on trays	12.47
11.02	Give post-partum care	9.78
11.11	Disinfect bathrooms	12.90
11.16	Assemble instrument packs	12.11
11.18	Operate autoclave	12.45
11.32	Record blood pressure	7.27
11.32	Apply artificial limbs	11.17
11.35	Assist in taking x-ray pictures	12.36
11.36	Remove artificial limbs	10.94
11.36	Suction patient	9.52
11.40	Adjust traction apparatus	11.19
11.41	Make credit slips	11.22
11.42	Administer oxygen	9.47
11.44	Sort credit slips	12.77

Nurse Aide	<u>Item</u>	Licensed Practical Nurse
11.47	Administer vaginal douche	9.53
11.48	Do pre-operative shaving	10.83
11.49	Write reports of incidents	9.49
11.49	Put information on patient's chart	7.36
11,51	Apply ace bandage	9.80
11.52	Discontinue I.V. solutions	8.82
11.55	Give urinary bladder irrigations	8.91
11.55	Change dressings	7.77
11.55	Assist in narcotic count	11.28
11.57	Set up croupette .	11.34
11.58	Prepare tray for prep team	12.66
11.59	Set up aspirator	10.41
11.59	Give breast care to new mother	10.11
11.60	Take vital signs following anesthesia	8.10
11.60	Insert rube for gastric speciment	13.50
11.60	Care for colostomy	8.73
11.62	Change diet from liquid to soft	12.11
11.63	Apply external medicine	8.82
11.66	Catheterize patient	8.68
11.67	Obtain an apical pulse	9.02
11.71	Regulate flow of blood transfusions	10.95
11.72	Assist physician with rounds	10.24



Nurse Aide	<u>Item</u>	censed Practical Nurse
11.72	Explain patient condition to family	12.00
11.72	Insert rectal suppositories	10.45
11.74	Fill out x-ray requisitions	11.90
11.75	Give urinary bladder instillations	10.65
11.78	Apply tourniquet	11.43
11.78	Service croupette	11.91
11.79	Help patients plan for special diets	11.12
11.82	Teach patient to inject his own insulin	12.82
11.82	Fill infant bottles	11.63
11.82	Order prescription from pharmacy	12.01
11.84	Fill out lab requisitions	11.32
11.88	Set up bone fracture equipment	12.76
11.95	Assist with electro-cardiograph	12.11
11.96	Assist physician in gowning	11.64
11.97	Put medication in the eye, ear, or nose	10.60
11.99	Make narcotic count	12.10
12.04	Start an I. V. solution	13.69
12.06	Hold and hand instruments	11.60
12.11	Care for tracheotomy	9.59
12.14	Take x-ray pictures	13.79
12.14	Aspirate patient	10.68
12.16	Make diet substitutions	12.04
12.17	Remove fecal impaction	11.40

Nurse Aide	Item	Licensed Practical Nurse
*		12.20
12.20	Make infant formula	
12.21	Refer patient to social service agency	12.19
12.26	Give oral medication	5.53
12.28	Give immunizations	13.07
12.29	Dust floor in patient's room	13.45
12.34	Scrub for surgery	12.32
12.34	Give subcutaneous injections	12.24
12.34	Carry out doctor's verbal orders for medication or treatment	12.48
12.35	Complete newborn nursery admission procedure: Footprints, Weight, Bath	10.69
12.38	Pour oral medication	10.56
12.39	Circulate in operating room	12.37
12.42	Give intramuscular injections	12.01
12.43	Take verbal order from doctor for medication or treatment	12.90
12.43	Prepare meals	13.32
12.46	Add additional solution to continue I. V	. 10.99
12.47	Take the fetal heart tone	11.33
12.48	Scrub for obstetrics	12.08
12.49	Insert indwelling catheter	9.38
12.53	Record doctor's orders	12.26
12.54	Record medications	10.23

Nurse Aide	<u>Item</u>	Nurse Nurse
12.55	Perform rectal examination of patient in labor	13.58
12.58	Compute fractional doses of medicine	12.12
12.58	Administer narcotics	11.51
12.61	Administer an electro-cardiograph	13.72
12.63	Insert vaginal douche	11.28
12.64	Remove nasal pack	13.30

